Microsoft® Word

Reference to Microsoft Word

Microsoft®

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Microsoft Word
Document Processing Program
Version 4.0
for the Apple® Macintosh™

Microsoft Corporation

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Introduction

Reference to Microsoft® Word 4 for the Apple Macintosh provides detailed information about Word's commands and concepts, and about performing word processing tasks using Word's features. It is designed to be a continuing source of instruction and reference as you use Microsoft Word.

If you need specific information on setting up Word with your Macintosh system, or if you are new to word processing or new to Microsoft Word, you should first read *Getting Started with Microsoft Word*. This book contains practices for both new and more advanced users.

Topics in *Reference to Microsoft Word* are listed in alphabetical order. Look under the task, topic, or command you need, just as you would in an encyclopedia. For example, if you want to create an outline, look under "O" for "Outlining."

A task topic describes the concepts and the procedures for the task. Some task topics describe how to use one feature or command while others describe several related features or commands.

A command topic describes the purpose of the command and each of its options.

Use the list of topics at the end of each topic to find related subjects, or to explore additional features of Microsoft Word.

NOTE Throughout this manual, procedures and references to menu and keyboard commands reflect the menu configuration and keyboard assignments of Word 4 as it was shipped to you. If you modify the menu configuration or keyboard assignments, you should adjust the procedures and references in this manual to reflect the changes you made. See "Commands Command" and "Menus" for more information on changing the menu configuration and keyboard assignments.

Symbols used in this book

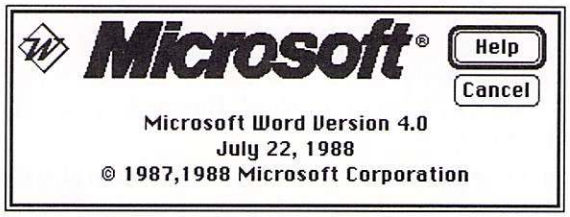
- Square-bulleted lists, such as this one, provide information but not procedural steps.
- This symbol (≡) indicates a section with procedural steps.
- Numbered lists (1., 2., ...) indicate a procedure with two or more sequential steps.
- A triangle (▶) precedes a procedure with only one step.
- *Italics* indicate words and characters you type. Titles of books are also shown in italics.

Throughout the documentation, "Word 4" refers to Microsoft Word version 4.0 or later.

About Microsoft Word Command

On the Apple menu.

The About Microsoft Word command provides on-line help information about Word. You can also use this command to see Word's version number.



Help Displays a dialog box with a list of help topics you can choose from.

For information on	See
Getting help	Help

Again Command

On the Edit menu.

The Again command repeats the last command, except the Find command. (To repeat Find, use the Find Again command on the Utilities menu.) For example, if the last command was a complex formatting change, you can apply the formatting change to another selection by choosing the Again command.

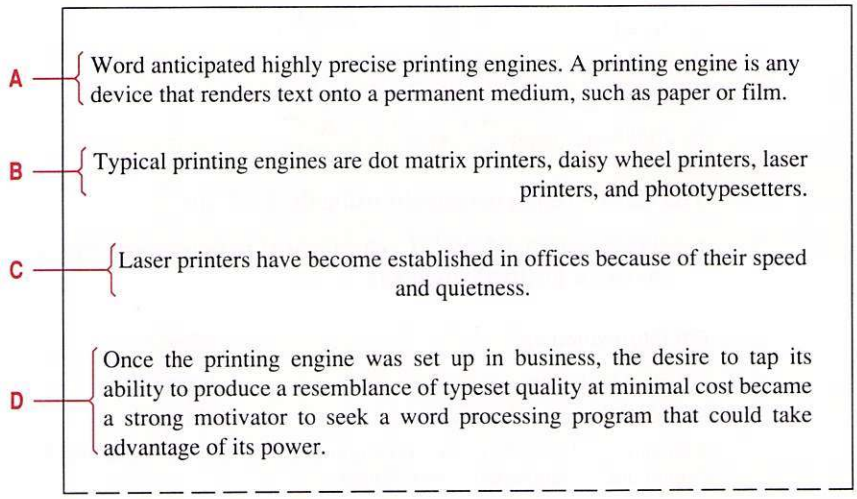
After you use a command, the command's name is displayed before Again on the menu, for example, Character Again.

You can also use the Again command to repeat text you type. For example, you can use the Again command if you have entered a long paragraph and want to repeat it in another part of your document or in another open document. You can also use the Again command to replace selected text.

For information on	See
Repeating a Find command	Find Again Command

Aligning Paragraphs

You can align paragraphs four ways, as shown in the following illustration.



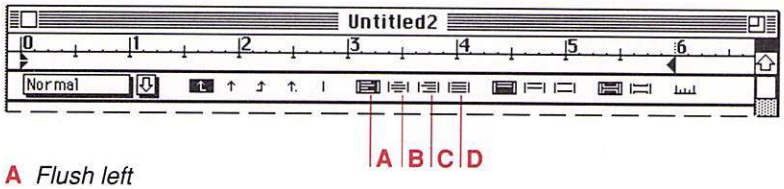
A *Flush left*
B *Flush right*
C *Centered*
D *Justified*

Paragraphs are aligned relative to the left and right indents, rather than the margins. A centered paragraph, for example, is centered between whatever indents are set for that paragraph. (Indents are set on the ruler or with the Paragraph command. Margins are set using the Document command.)

In a justified paragraph, Word expands the spaces between words to fill out each line, except the last line of the paragraph. When you enter an end-of-line mark, a page break mark, or a section mark in a justified paragraph, the line terminated with the mark is also expanded to the right indent.

Aligning paragraphs

1. Select the paragraph(s) you want to align.
2. Choose Show Ruler or Paragraph from the Format menu to display the ruler.
3. Click an alignment icon on the ruler.



A *Flush left*
B *Centered*
C *Flush right*
D *Justified*

You can also align paragraphs using the keyboard:

- Press Command-Shift-L, -R, -C, or -J to give selected paragraphs left, right, centered, or justified alignment.

For information on	See
Aligning with tabs	Tabs
Adding alignment icons to a menu	Menus

You can also find information on aligning paragraphs in "Indenting Paragraphs," "Paragraph Command," "Paragraphs," and "Ruler."

Bold Command

On the Format menu.

The Bold command makes selected characters bold, or removes the bold format if all the characters are already bold. If you have multiple formats in your selection, Word uses the first character in the selection to determine whether to turn bold on or off. For example, if the first character in the selection is bold, Word turns off bold for the entire selection.

These characters are formatted in bold.

You can choose the Bold command before typing so that the text you type at the insertion point is bold.

For information on	See
Formatting characters	Character Command Character Formatting

Borders

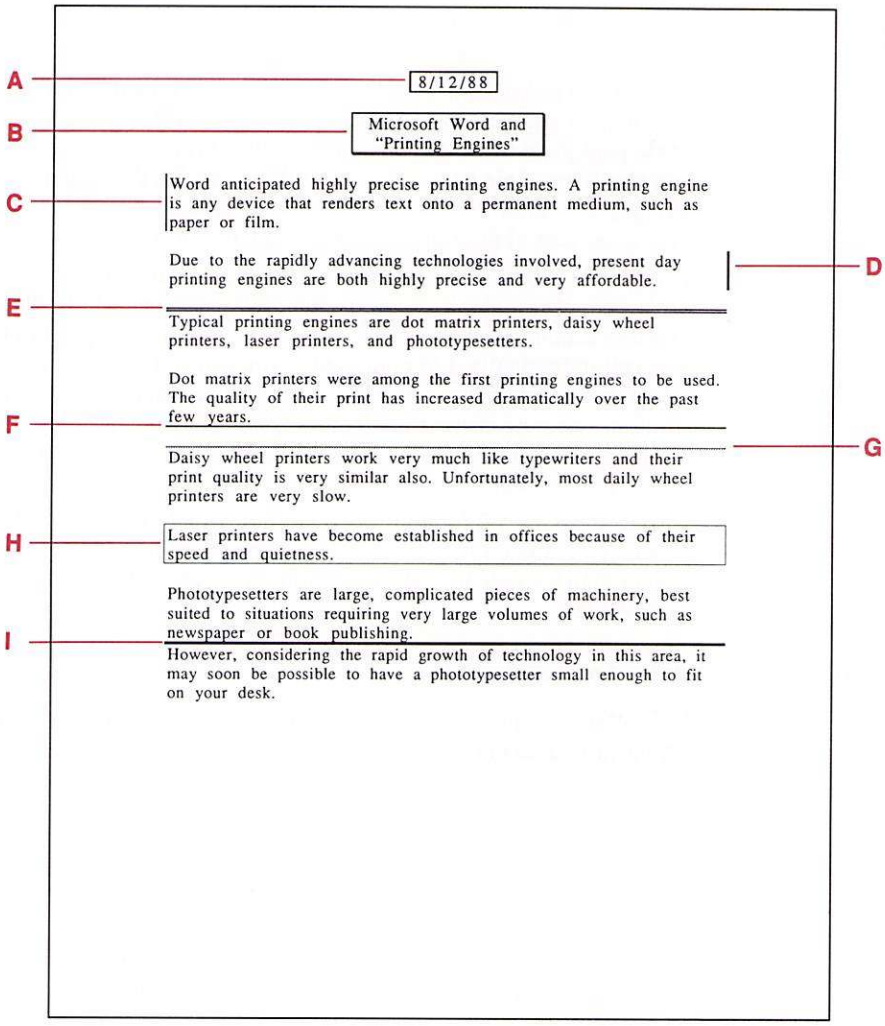
The Borders option appears in the Paragraph command dialog box and the Cells command dialog box. Using the Borders option you can place borders (lines) around a single paragraph (including a paragraph that has been positioned using the Position command), multiple paragraphs, or cells in a table. You can add a box around selected paragraphs or table cells, or you can set off paragraphs or table cells from other text by placing borders at the sides, top, or bottom of the selected paragraphs or table cells.

You can place borders in five positions: top, bottom, left, right, and between (between two bordered paragraphs or cells). For tables, you can add borders in any of the five positions around a group of cells as a block, or you can specify border positions for each cell individually. For paragraphs, you can add a plain box, a shadowed box, or a bar on the outside margin of paragraphs, or you can add borders in any of the five positions to create custom border arrangements. You can even add borders to paragraphs within cells of a table. You can also specify the amount of space between a paragraph's contents and its border.

Word offers five different line styles: single, thick (twice as wide as a single line), double (two single lines separated by a line of white), dotted, and hairline (a line thinner than a single line; it can be printed only by a PostScript laser printer such as the LaserWriter).

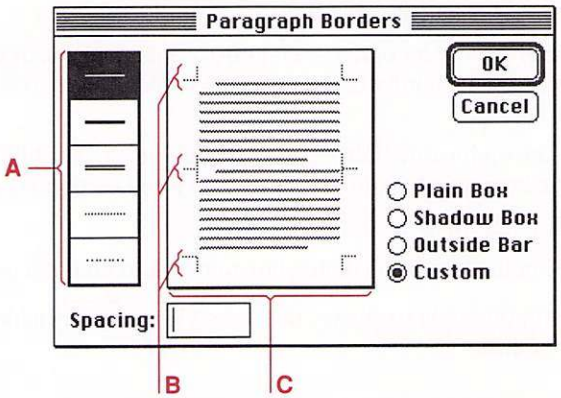
Adding Borders to Paragraphs

The following illustration shows the different kinds of borders you can add to paragraphs in your document.



A *Plain box around paragraph*
B *Shadow box around paragraph*
C *Outside bar to the left of text*
D *Thick bar beside paragraph*
E *Double line above paragraph*
F *Single line below paragraph*
G *Dotted line above paragraph*
H *Hairline box around paragraph*
I *Thick line between paragraphs*

To add borders to paragraphs, use the Borders dialog box shown in the following illustration. To open this dialog box, choose the Paragraph command from the Format menu and click the Borders button.



A *Border styles* Click to set the border line style to single, thick, double, dotted, or hairline, respectively. Hairline borders are displayed as a single line.

B *Border guides* These mark the points between which vertical and horizontal borders are drawn. Click between two guides or on a border guide to add a border.

C *Border box* Displays a representative drawing of two paragraphs, which you use to add and delete borders. Click in the border box between border guides to set borders you want to add. Double-click in the border box outside the border guides to add a plain box around the selected paragraphs.

Adding a box or an outside bar (Full Menus)

You can add a plain box, a shadowed box, or an outside bar (a bar that prints to the left of paragraphs) by choosing one of the options in the Borders dialog box. If you turn on Mirror Even/Odd Margins in the Document command on the Format menu, the outside bar prints on the left side of paragraphs on even-numbered pages and on the right side of paragraphs on odd-numbered pages. You can also add borders in any of the five positions to create a custom look. For instructions on how to add custom borders, see "Adding custom paragraph borders," later in this topic.

To add a box or an outside bar to a paragraph:

1. Select the paragraph(s) to which you want to add borders.
2. Choose the Paragraph command from the Format menu.
3. Click Borders to display the Borders dialog box.
4. Choose the line style you want (single, thick, double, dotted, or hairline, respectively).

   Hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line on printers other than PostScript laser printers.

5. Word automatically adds 2 points of space between the border and the contents of the paragraph. Borders to the right or left of paragraphs are printed 2 points outside of the paragraph indents. To add more space between the paragraph and the border, type a measurement in the Spacing text box. That measurement is added to the 2 points of space normally used.
6. Click one of the border options: Plain Box, Shadow Box, or Outside Bar. Or double-click in the border box outside the border guides to add a plain box around the selection.

   The Custom option does not add borders but indicates that the borders applied to the selected paragraph(s) are not one of the standard options listed above.
7. Click OK to return to the Paragraph dialog box.
8. Click OK in the Paragraph dialog box to return to your document.

Click a different line style to change the line style of borders added using these standard border options.

Adding custom paragraph borders (Full Menus)

If you want to specify a custom border arrangement, you can use the Borders option to add borders at the top, bottom, left, right of, or between selected paragraphs.

1. Select the paragraph(s) to which you want to add borders.
2. Choose the Paragraph command from the Format menu.
3. Click the Borders button to display the Borders dialog box.
4. Choose the line style you want (single, thick, double, dotted, or hairline).

   Note that hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line on printers other than PostScript laser printers.
5. Word automatically adds 2 points of space between the border and the contents of the paragraph. Borders placed to the right or left of paragraphs are printed 2 points outside of the paragraph indents. To add more space between the paragraph and the border, type a measurement in the Spacing text box. That measurement is added to the 2 points of space normally used.
6. Click on or between the border guides in the border box to add a border in any of the five positions.

   If you want to add borders between all selected paragraphs, click the center horizontal guide.
7. Repeat steps 4 through 6 for each border you want to add.
8. Click OK to return to the Paragraph dialog box.
9. Click OK in the Paragraph dialog box to return to your document.

Horizontal borders run from the left to the right paragraph indents. If you want a border for a short line of text, such as a title, you can shorten the horizontal border line by moving in the paragraph indents.

Determining a paragraph border's line style (Full Menus)

Since both the single line and the hairline are displayed identically on the screen, you may want to check a border's line style. Also, if you want to delete a border, you must have the same line style selected as the style of the border you want to delete. Otherwise, the border style is not deleted but instead is changed to the currently selected line style, and you have to click a second time to delete the border.

To display the current line style of a border:

1. Select the paragraph(s) whose border style you want to display.
2. Choose the Paragraph command from the Format menu.
3. Click the Borders button to display the Borders dialog box.
4. Hold down the Option key and click the border in the border box.

   Word selects the border style.

Deleting paragraph borders (Full Menus)

1. Select the paragraph(s) whose borders you want to remove.
2. Choose the Paragraph command from the Format menu.
3. Click the Borders button to display the Borders dialog box.
4. Select the line style of the border you want to delete, if it is not already selected.
5. Click in the border box on the border you want to delete.

   The border is turned off. If the selected border style is not the same as the border you tried to delete, the border style is changed; click the border a second time to delete it.

   If you select paragraphs with different borders, no borders are shown in the border box. To delete a border for all paragraphs selected, click between the border guides to turn on the border and then click the same border again to turn it off.
6. Click OK to return to the Paragraph dialog box.
7. Click OK in the Paragraph dialog box to return to your document.

Adding Borders to Table Cells (Full Menus)

You can add borders around or between selected table cells as a block or at the top, bottom, left, or right of individual cells. The following illustration shows different ways you can use borders with cells.

	Site 1	Site 2	Site 3
Land Purchase Price	$42,000	$35,000	$51,000
Lot size (in feet)	108 x 96	110 x 100	113 x 87
Accessibility	Fair	Poor	Excellent

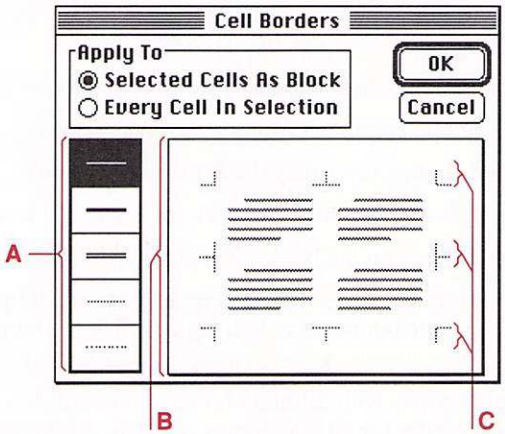
A B C

A *Put a border around a block of cells to outline them.*

B *Put a border to the left or right of cells to draw vertical lines between columns of a table.*

C *Put a border around a single cell to draw attention to it.*

To add borders to table cells, use the Borders dialog box shown in the following illustration. To open this dialog box, choose the Cells command from the Format menu and click the Borders button.



A *Border styles* Click to set the border line style to single, thick, double, dotted, or hairline, respectively. Hairline borders are displayed as a single line.

B *Border box* Displays a representative drawing of table cells, which you use to add and delete borders. Click in the border box between border guides to set borders you want to add. Double-click in the border box outside the border guides to add a plain box around the selected cells.

C *Border guides* These mark the points between which vertical and horizontal borders are drawn. Click between two guides or on a border guide to add a border.

Adding borders

To add borders to table cells:

1. Select the cell(s) to which you want to add borders.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the Borders dialog box.

4. If you want to set borders around a selected block of cells or between all selected cells, click Selected Cells As Block.

   If you want to set borders for each cell in the selection, for example, to add a vertical border on the left side of each cell, click Every Cell In Selection.

5. Choose the border style you want (single, thick, double, dotted, or hairline, respectively).

   Note that hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line on printers other than PostScript laser printers.

6. Click on or between border guides in the border box to turn on the borders you want to add.

   To add a box around the selection, double-click in the border box outside the border guides.

   Border guides mark the points between which vertical and horizontal borders are drawn and the intersections of the borders.

7. Click OK to return to the Cells dialog box.

8. Click OK in the Cells dialog box to return to your document.

Determining a cell border's line style (Full Menus)

Since both the single line and the hairline are displayed identically on the screen, you may want to check a border's line style. Also, if you want to delete a border, you must have the same line style selected as the style of the border you want to delete. Otherwise, the border style is not deleted but instead is changed to the currently selected line style, and you have to click a second time to delete the border.

To display the current line style of a border:

1. Select the cell(s) whose border style you want to display.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the Borders dialog box.
4. Hold down the Option key and click the border in the border box.

   Word selects the border style.

Deleting cell borders (Full Menus)

1. Select the cell(s) whose borders you want to remove.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the Borders dialog box.
4. Select the line style of the border you want to delete, if it is not already selected.
5. Click in the border box on the border you want to delete.

   The border is turned off. If the selected border style is not the same as the border you tried to delete, the border style is changed; click the border a second time to delete it.

If you select cells with different borders, no borders are shown in the border box. To delete a border for all cells selected, click between the border guides to turn on the border, and then click the same border again to turn it off.

6. Click OK to return to the Cells dialog box.
7. Click OK in the Cells dialog box to return to your document.

For information on	See
Formatting paragraphs	Paragraph Command Paragraphs
Adding border options to a menu	Menus
Adding borders to tables	Tables Cells Command
Creating forms	Forms
Formatting positioned objects	Position Command

Calculate Command

On the Utilities menu (Full menus only).

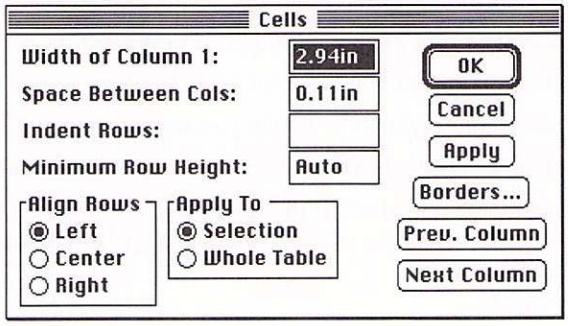
The Calculate command performs simple mathematical calculations on numbers in a selection.

For information on	See
Performing calculations	Math

Cells Command

On the Format menu (Full menus only).

The Cells command controls the appearance of a table. You can change column widths, column spacing, row height, indents and alignment, and borders. You can make the changes to selected rows or columns, or to the entire table.



Width of Column(s) Displays the current width of selected column(s). Type a new number to change the column width.

Space Between Columns Displays the current distance between selected columns in the table. Word creates tables with 0.11 inch space between each column. You can specify only a positive number.

Indent Rows Sets the distance that selected rows are indented from the left margin.

Minimum Row Height Sets the minimum height of the row. The default setting is *Auto,* in which Word adjusts the row height as necessary to accommodate the largest font in the row. If you want rows to have a consistent row height, you can specify the row height in points, picas, centimeters, or inches; for example, *14 pt.* If you type a negative number, Word uses the absolute value of that number and does not adjust for overlapping rows.

Align Rows Controls the positioning of selected rows relative to the indents, including indents set in the Indent Row option. To change the alignment of the entire table, be sure to click Apply to Whole Table.

Left	Aligns rows on the left indent.
Center	Centers rows between the indents.
Right	Aligns rows on the right indent.

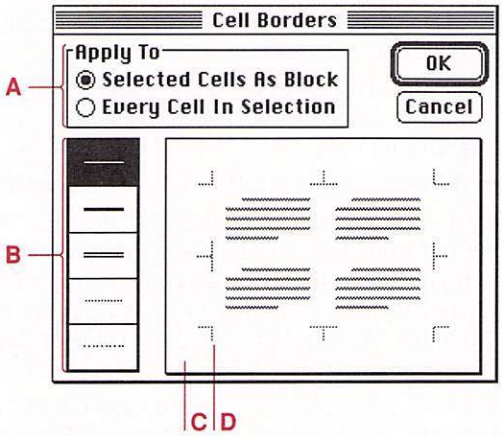
Apply To Specifies the area of the table to which the changes will be applied.

Selection	Applies settings to only the cells you have selected.
Whole Table	Applies settings to the column throughout the table. In other words, if you select cells in one or more columns, and then change their widths, the Whole Table option changes the entire column(s) to that width. If you select a row, the Whole Table option applies settings to all of the columns included in the row, which may or may not be the entire table. To see which column(s) will be affected when the Whole Table option is selected, you can read the column number(s) displayed at the top of the Cells dialog box after Width of Columns.

Cancel Closes the dialog box, but does not cancel any formatting changes you applied with the Apply, Prev. Column, or Next Column buttons.

Apply Applies to your selection the formatting changes you've chosen, keeping the dialog box open so that you can continue making formatting changes. To close the dialog box, click OK.

Borders Displays a separate dialog box that controls the display of cell borders. For more detailed information on setting borders, see "Setting Borders" later in this topic.



A *Apply To* Specifies the area where you want to set borders. If you want to set borders around a block of selected cells or between all cells in the block, click Selected Cells As Block. If you want to set custom borders for the cells in the selection such as vertical borders only, click Every Cell In Selection.

B *Border style* Click a border style to specify a single, thick, double, dotted, or hairline border, respectively. Note that hairline borders are supported by laser printers only and are displayed on the screen as a single line. To see the current setting for a border, hold down the Option key and click the border in the border box; Word highlights the border style.

C *Border box* Click the appropriate locations to set the borders you want to add. The display and the border guides change depending on whether you have clicked Selected Cells As Block or Every Cell In Selection in the Apply To box.

D *Border guides* Mark the points between which vertical and horizontal borders are drawn. Click between two guides or on a guide to turn on a specific border. Click again to turn off the border.

Prev. Column Selects cells in the previous column (the column to the left of the current column(s)) and displays current format settings. If you display the format settings for the first column of the table and click Prev. Column, Word displays the current format settings of the last column of the table. Word makes all formatting changes to the current column(s) before displaying the settings for the previous column.

Next Column Selects the column to the right of the current column(s) and displays its current format settings. If you display the format settings for the last column of the table and click Next Column, Word displays the current format settings of the first column of the table. Word makes all formatting changes to the current column(s) before displaying the settings for the next column.

Setting Borders

The Cell Borders dialog box of the Cells command enables you to set a variety of borders for your tables.

You can add an outline around a single cell or a block of cells. Or, you can add lines below or above, or to the left or right, of a single cell or a block of cells.

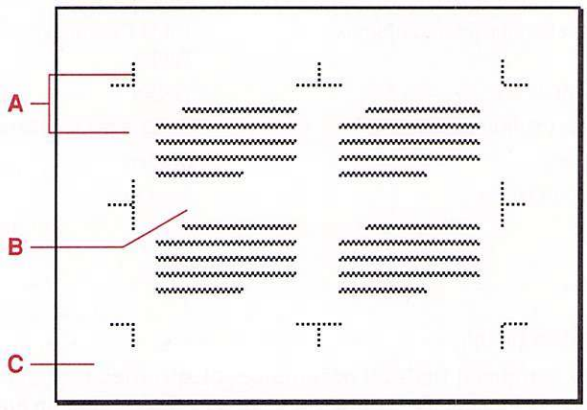
The following information explains the various options in the Cell Borders dialog box and how to use them. To set a border, you first select a border style and then click the border guide(s) for the border you want to add.

Apply To Sets the area to which you want to apply borders.

Selected Cells As Block	Sets borders around a block of cells or between all selected cells.
Every Cell In Selection	Sets custom borders for every cell in the selection, such as vertical borders only.

Border styles Click to set the border style you want to add. The available border styles are single, thick, double, dotted, or hairline, respectively. Note that hairline borders are supported by laser printers only and are displayed on the screen as a single line. To see the current setting for a border, hold down the Option key and click the border in the border box; Word highlights the border style.

Border box Shows a representation of a cell or block of cells, and border guides for each vertical and horizontal border. Click on or between border guides to turn on and off (toggle) borders. If you click Selected Cells As Block, the border box represents a block of cells and looks like the following illustration:

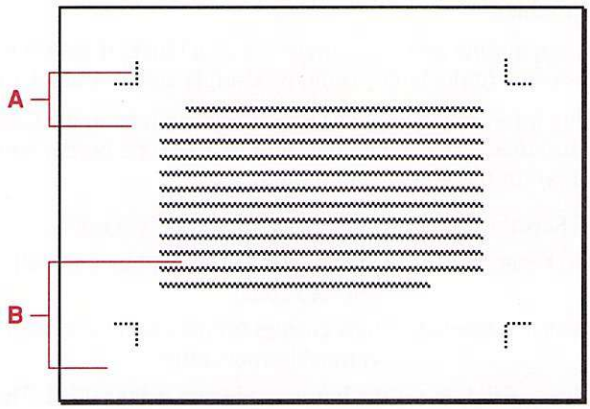


A *Click a border guide or click between border guides to turn on or off one specific border. For example, click either of these spots to set the left vertical border.*

B *Click inside the border guides to turn on or off borders between all cells in the selection. Here, you can turn on and off borders for all cells only. If you want to set unique borders between cells, click Every Cell In Selection.*

C *Double-click outside the border guides to turn on or off a border around the entire block of cells.*

If you click Every Cell In Selection, the border box represents every cell in the selection but looks like a single cell, as shown in the following illustration:



A *Click a border guide or click between guides to turn on or off a specific border. For example, click either of these spots to set the left vertical border.*

B *Double-click inside or outside the border guides to turn on or off a border surrounding the cell.*

For information on	See
Creating tables	Insert Table Command Tables
Adding and deleting rows or columns	Table Command Tables
Formatting tables	Tables
Formatting text within tables	Paragraph Command
Adding borders	Borders
Selecting within tables	Selecting

Change Command

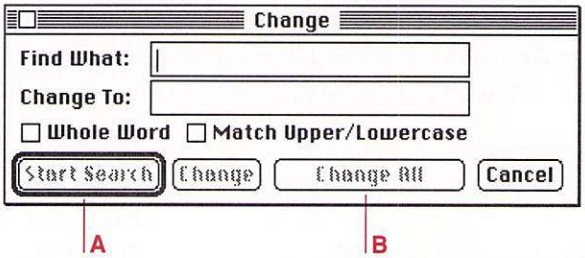
On the Utilities menu.

The Change command finds all occurrences of specified text and substitutes the replacement text you specify within a selection or throughout an entire document. You can review and selectively change each occurrence of search text, or you can automatically change all occurrences by using the Change All option.

After you review each occurrence of the search text, Word resumes the search at the insertion point. When the end of the document is reached, Word asks if you want to continue the search from the beginning of the document. You can end the search at any time by clicking in the document window, or clicking the Cancel button.

If you change text automatically using the Change All button, Word makes the changes in a selection or throughout the document without scrolling.

You can reverse changes you made by choosing Undo from the Edit menu as the first action after the change. If you chose the Change All button, Undo undoes all the changes. If you confirmed changes individually, Undo only undoes the last change made.



A *Becomes No Change button after search begins*

B *Becomes Change Selection button if there is a selection in the document*

Find What Specifies the text you want to find. You can type up to 255 characters in the Find What and Change To boxes. Text automatically scrolls to the left if you type beyond the width of the box. To avoid retyping text, select the text within your document that you want to find or change, copy it to the Clipboard, choose the Change command, click in the Find What or Change To box, and then choose Paste from the Edit menu.

Change To Specifies the replacement text. If you leave this box blank, Word deletes occurrences of the text in the Find What box. Word enables you to use the contents of the Clipboard as the replacement text in the Change To box. If you want to maintain the formatting of the text or graphic that you copied into the Clipboard, or if the replacement text is longer than 255 characters, type ^*c* in the Change To box. Word will use the contents of the Clipboard as replacement text during the search.

If you want to paste text from the Clipboard and have it take on the formatting of the surrounding text, click in the Change To box and choose the Paste command from the Edit menu to paste directly into the Change To box. You can edit the text as you would any other text.

Whole Word Finds only whole words — not a series of characters embedded within other words.

Match Upper/Lowercase Finds and changes only the arrangement of uppercase or lowercase characters that you specify. If you don't turn on this option, Word matches the characters regardless of capitalization.

Start Search Begins the search when you want to review each occurrence of search text before you change it. After you click this button, it is replaced by the No Change button.

No Change Leaves the selected search text unchanged and finds the next occurrence of search text.

Change Changes the selected search text and finds the next occurrence of search text.

Change All Changes all occurrences of the search text in the document, except in footnotes, headers, and footers. To change text in footnotes, headers, and footers, open the appropriate window, and then click Change.

The Change All button is visible when there is no selection (that is, when only an insertion point is displayed). When there is a selection, this button is replaced by the Change Selection button.

Change Selection Changes all occurrences of search text within the selection.

Cancel Closes the dialog box but does not discard any changes you have made.

For information on	See
Searching for text	Find Command Finding and Changing
Searching for formats or special characters (such as tab marks), and unknown characters	Finding and Changing

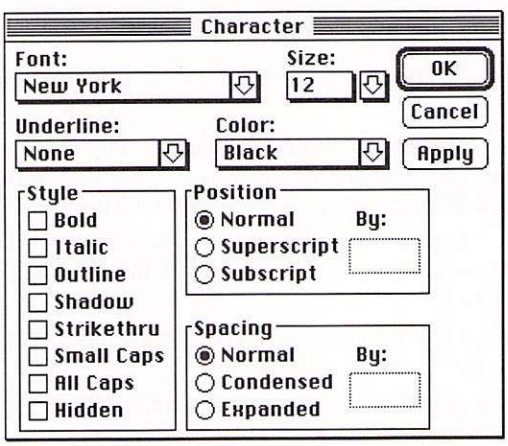
Character Command

On the Format menu (Full menus only).

The Character command controls the appearance of selected characters. You can choose formats to control character emphasis (for example, bold or italic), or choose fonts, font sizes, color, spacing between characters, and superscript or subscript text.

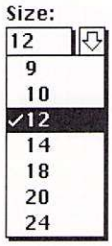
When you choose Character, the dialog box shows the formats in effect for the current selection. If characters in the selection have different formats, dialog box settings are neutral: check boxes are gray, text boxes are blank, and list boxes have no selected item. When settings are neutral, Word adds any formats you choose to the existing formats for all characters in the selection.

If a style is applied to a selection, the Character dialog box shows the style's character formats, plus any formats you've applied directly with formatting commands.



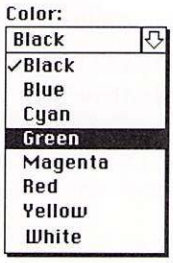
Font Shows the current font. To change the current font, click and drag to the desired font in the list. Word lists alphabetically all the fonts available for the Macintosh system in use.

Size Shows the current font size. To choose a different font size, click and drag to one of the available standard sizes listed or type a different font size.



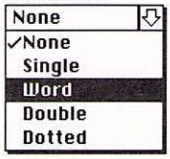
If you type a nonstandard size for the selected font, Word scales one of the standard sizes to the requested font size. A scaled font will have a rougher appearance on the screen than a standard-size font.

Color Displays the current font color. To change the color, drag to the desired color and select it. You can choose colors even if your system cannot display color or if you have color turned off. The text will not display in color; the color formatting is saved with the document and can be printed. White text is displayed black when Show ¶ is turned on.



Underline Offers various types of underlining.

Underline:



None	Turns off underlining.
Single	Underlines all words and spaces with a single line.
Word	Underlines only words with a single line.
Double	Underlines all words and spaces with a double line.
Dotted	Underlines all words and spaces with a dotted line.

To choose a type of underlining, drag to the one you want to apply and select it.

Style Applies the format you choose to selected text, or removes an existing format. You can apply more than one character format to the same text.

The Small Caps option converts lowercase letters to uppercase letters in the next smaller font size. The All Caps option converts lowercase letters to uppercase letters in the same font size. Characters with the hidden text format are displayed with a dotted underline if the Show Hidden Text option in the Preferences dialog box is turned on; otherwise the characters are not displayed.

Spacing Sets spacing between characters.

Normal	Sets normal spacing between characters for each font size.
Expanded	Increases the normal spacing between characters.
Condensed	Decreases the normal spacing between characters.

You can use the By box to specify the number of points you want to add to or subtract from the normal spacing between characters. Spacing can be expanded by up to 14 points in 1-point increments and condensed by 1 point. (You can enter spacing measurements in increments of 0.25 point; however, for existing printers, Word rounds down decimal values to 0. For example, if you enter 1.75, Word rounds it down to 1.)

Position Positions selected characters relative to the baseline—the bottom of characters without descenders, such as "n."

Normal	Positions text on baseline.
Superscript	Raises text above baseline.
Subscript	Lowers text below baseline.

You can use the By box to specify the number of points above or below the baseline you want your superscript or subscript text to align. One point equals approximately 1/72 inch. The preset default measurement is 3 points for superscript and 2 points for subscript text.

Apply Applies the character format(s) you choose to selected text without closing the dialog box. This lets you preview the way the character formatting will look. If you're not satisfied with the appearance of the character formats, you can change them until you have what you want.

For information on	See
Using hidden text	Hidden Text

Character Formatting

Characters are the letters, punctuation marks, numbers, symbols, and special marks (for example, @, |, *, %, $) that you type as text. Using character formatting, you can:

- Change a character's font (type design) and size. Fonts are described in more detail under "Fonts."
- Apply emphasis to characters using formats such as bold, underlined, outlined, and shadowed.
- Add color to characters.
- Raise (superscript) and lower (subscript) a character relative to the baseline of text in which it appears.
- Change the spacing between characters. You can change character spacing when you need precise control for documents that will be printed on typesetting-quality equipment.

You can select text and format it, or you can format before typing so that, when you type, the text has those formats. Until you change the formats, text you type has the same formats as the text preceding it, or Word's default format if you are starting a document.

Word's default format is 12-point New York font. You can change the default format by redefining the Normal style.

You can format characters using any of these methods:

- Choose character formatting options in the Character dialog box.
- Choose character formatting commands from the lower portion of the Format menu.
- Choose fonts and font sizes from the Font menu.
- Use formatting key combinations.
- Define character formats by creating a style and applying it to a paragraph.

Formatting with the Character command (Full Menus)

1. Select the characters you want to format, or position the insertion point where you want to type characters with the new formats.
2. Choose Character from the Format menu.
3. Choose the formats you want.

If you choose a Position or Spacing option other than Normal, type a measurement in points in the By box or accept Word's proposed measurement. You can enter line position measurements in 1-point increments and letterspacing measurements in increments of 0.25 point. (However, for existing printers, Word rounds the decimal values for letterspacing to 0; if you enter 1.75, Word rounds it down to 1.)

Formatting with other menu commands

1. Select the characters you want to format, or position the insertion point where you want to type characters with the new formats.
2. Choose a character format command from the lower portion of the Format menu, or a font command from the Font menu.

   If you choose Plain Text, Word removes character formatting, such as bold and italic, from the selection. If you choose Plain For Style, Word resets text to the default character setting of the style in effect for the paragraph(s) the selection is in.

Word shows the formats in effect with a checkmark next to the appropriate command. When you choose a checked command, you remove the format.

For information on	See
The Character dialog box	Character Command
Changing fonts and font sizes	Fonts
Keys for character formatting	Keyboard
Defining and applying styles	Styles: Formatting the Easy Way
Copying character formats	Copying Text or Formats
Adding format commands to menus	Menus
Redefining the Normal style	Styles: Formatting the Easy Way

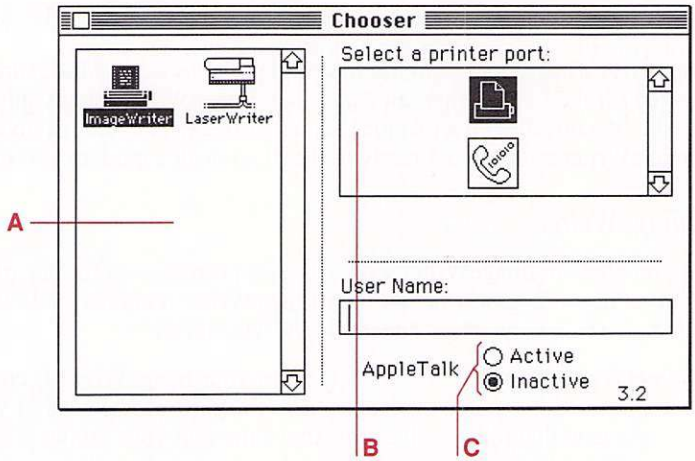
Chooser Command

On the Apple menu.

You use the Chooser command to tell Word what type of printer you use and whether or not the printer is connected to an AppleTalk network. If your printer is on a network, you use Chooser to identify which network printer you'll use. If your printer is not on a network, you identify which Macintosh port your printer is connected to.

You only have to identify your printer to Word once. If you change printers, however, you must use Chooser to identify the new printer. You then will need to choose Page Setup from the File menu for each document you open to verify that the Page Setup options are correct. Make sure you select the printer you will use before you paginate or lay out pages for the document, because the appearance of characters and the positions of line breaks and page breaks may change if you change printers.

With the ImageWriter icon selected and with no AppleTalk network connection, Word displays the following dialog box. If the LaserWriter or AppleTalk ImageWriter icon is selected, the dialog box will be somewhat different.



A *Icons in this box represent installed printer types. If your Macintosh is connected to a Microsoft Mail server, the Microsoft Mail icon also is displayed.*

B *Contents of this box change, depending upon printer type selected or connection to AppleTalk.*

C *Specifies whether printer is connected through AppleTalk.*

Selecting a printer

The Chooser lists all the printers that have been installed in the startup System Folder. See *Getting Started with Microsoft Word* or your printer manual for instructions on installing printers. The following are the basic steps for selecting a printer. Detailed descriptions of the Chooser options follow.

1. Choose Chooser from the Apple menu.
2. Activate AppleTalk if your printer is connected to the Macintosh with an AppleTalk cable or is on an AppleTalk network.
3. Click the icon for your printer.
4. Click the icon for the port (printer or modem) your printer is attached to, or select the name of the printer from the list box.

IMPORTANT Click the modem port icon only if there is a printer attached to the modem port. Do not select the modem port icon if you have a hard disk drive attached to the modem port. If you select the modem port and it is connected to a hard disk drive, the hard disk might be erased.

5. Close the Chooser dialog box.

AppleTalk

Specifies whether or not to use the AppleTalk network. Make sure that Active is selected for the LaserWriter, an AppleTalk ImageWriter, or any other printer connected to the Macintosh with an AppleTalk network cable. Click Inactive to use an ImageWriter connected directly to the Macintosh's modem port or printer port.

ImageWriter

If you click an ImageWriter icon, Chooser prompts you for one of two kinds of information depending on whether your ImageWriter is connected to the Macintosh through an AppleTalk network or directly to the Macintosh.

Select a printer port Specifies the port your ImageWriter is connected to. The displayed icons match the icons above the ports on the back of your Macintosh. Click the icon that matches the icon above the port your printer is connected to.

Select an AppleTalk ImageWriter Specifies the network ImageWriter you plan to use. Make sure that AppleTalk is active. Then click the name of the ImageWriter you want to use.

LaserWriter

If you installed the LaserWriter printing resources in the System Folder, the LaserWriter icon appears in the Chooser dialog box. If you click the LaserWriter icon, Chooser asks you to identify which LaserWriter you want to use:

Select a LaserWriter Specifies the LaserWriter. Make sure AppleTalk is active. Then select the name of the LaserWriter you want to use. If you want your name or some other identifier on the cover page of your documents, type it in the User Name text box.

Serial Printer

Microsoft Word supports several brands of serial printers, such as Apple, Brother, Diablo, NEC, and TTY. The printing resources for these serial printers are available from Microsoft. To obtain a copy of the available serial printer printing resources, return the card included in your Microsoft Word package.

NOTE The serial printer printing resources shipped with Word 3 are not compatible with Word 4. Use only the updated serial printer printing resources obtained by returning the card included in your Microsoft Word 4 package.

For information on	See
Printing documents or using a LaserWriter	Print Command Printing Documents
Printing a cover page on a LaserWriter	Print Command

Clear Command

On the Edit menu.

The Clear command deletes a selection without placing it on the Clipboard, leaving the contents of the Clipboard intact. You can also use the Backspace or Delete key to remove a selection without placing it on the Clipboard.

This command is useful if you have already copied or cut a selection to the Clipboard and then find text that you want to delete without replacing the contents of the Clipboard.

You can undo the Clear command with the Undo command.

Clearing a selection

1. Select the text you want to delete.
2. Choose Clear from the Edit menu.

For information on	See
Selecting text	Selecting
Deleting selected text	Deleting Text

Close Command

On the File menu.

The Close command closes the active window.

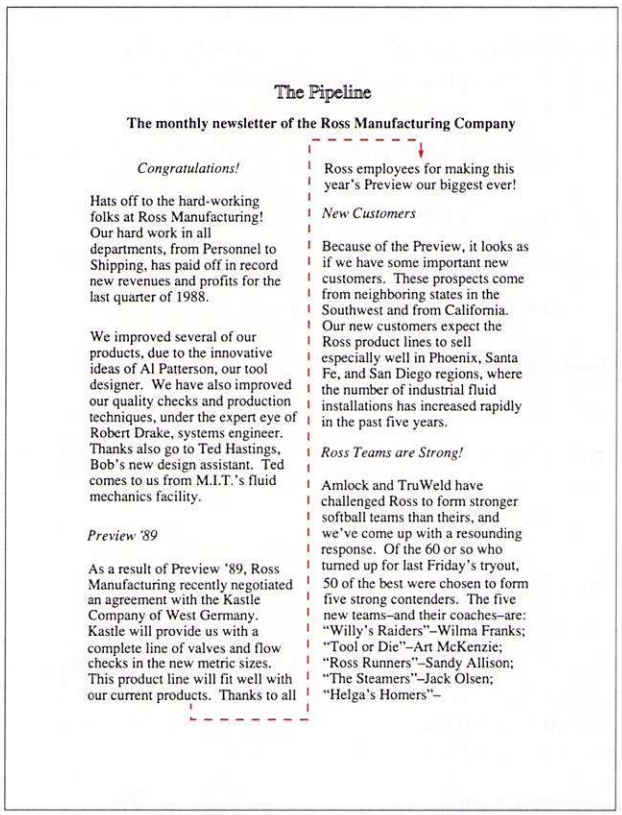
If you try to close the last window of a document with unsaved changes, you will see the message "Save changes before closing?" Clicking Yes saves the changes; if the document is untitled, Word displays the Save As dialog box so you can name the document. Clicking No discards the changes.

For information on	See
Using close boxes	Your Macintosh manual
Working with windows	Windows
Saving changes	Save/Save As Commands Saving a Document
Opening multiple document windows	New Window Command

Columns

You can create two types of columns with Word:

- Newspaper-like (or "snaking") columns as shown in the following illustration:



The Pipeline

The monthly newsletter of the Ross Manufacturing Company

Congratulations!

Hats off to the hard-working folks at Ross Manufacturing! Our hard work in all departments, from Personnel to Shipping, has paid off in record new revenues and profits for the last quarter of 1988.

We improved several of our products, due to the innovative ideas of Al Patterson, our tool designer. We have also improved our quality checks and production techniques, under the expert eye of Robert Drake, systems engineer. Thanks also go to Ted Hastings, Bob's new design assistant. Ted comes to us from M.I.T.'s fluid mechanics facility.

Preview '89

As a result of Preview '89, Ross Manufacturing recently negotiated an agreement with the Kastle Company of West Germany. Kastle will provide us with a complete line of valves and flow checks in the new metric sizes. This product line will fit well with our current products. Thanks to all Ross employees for making this year's Preview our biggest ever!

New Customers

Because of the Preview, it looks as if we have some important new customers. These prospects come from neighboring states in the Southwest and from California. Our new customers expect the Ross product lines to sell especially well in Phoenix, Santa Fe, and San Diego regions, where the number of industrial fluid installations has increased rapidly in the past five years.

Ross Teams are Strong!

Amlock and TruWeld have challenged Ross to form stronger softball teams than theirs, and we've come up with a resounding response. Of the 60 or so who turned up for last Friday's tryout, 50 of the best were chosen to form five strong contenders. The five new teams–and their coaches–are: "Willy's Raiders"–Wilma Franks; "Tool or Die"–Art McKenzie; "Ross Runners"–Sandy Allison; "The Steamers"–Jack Olsen; "Helga's Homers"–

Text fills one column and continues at the top of the next column.

- Columns of paragraphs that are matched side by side to show relationships. These paragraphs are described further in "Tables."

Ross Manufacturing Company

Preferred Customer Plan

Featuring...	Your Benefits:
Bulk volume discounts, with rebates based on annual volumes (at wholesale prices).	Price savings (40-60%) with built-in rebates. You pay less per item when you order more.
On special orders we custom design your fittings for corrosive and high-pressure fluids.	Unique fittings for your customers within two weeks after we receive the order; a maintenance contract is included.

Laying out newspaper-like columns (Full Menus)

1. Choose Section from the Format menu.
2. In the Number box under Columns, type the number of columns you want on a page.
3. In the Spacing box, type a measurement for the amount of space you want between columns.
4. Click OK.

   All text in the section appears on the screen in one narrow column. To see how columns will appear when printed, choose Page View or Print Preview.

Specifying column breaks (Full Menus)

You can specify where columns break if you want to make sure a certain paragraph — for example, a heading — appears at the top of a column.

1. Press Command-Enter to insert a section mark at the point where you want to break the column.

   Word inserts a double dotted line to mark the end of the preceding section.
2. With the insertion point after the section mark, choose Section from the Format menu.
3. From the Start list box, select New Column and click OK.

   Word starts the new section's text in a new column.

You do not have to select the New Column option for the new section if New Column was specified in the previous section.

Mixing numbers of columns (Full Menus)

1. Press Command-Enter to insert a section mark at the point where you want to change the layout.

   Word inserts a double dotted line to mark the end of the preceding section.
2. With the insertion point after the section mark, choose Section from the Format menu.
3. Type the number of columns and space between columns as described earlier in "Laying out newspaper-like columns."
4. If you want different column layouts on a single page, select No Break as the Start option.
5. Repeat the steps above each time you change column format.

Adding a banner heading over multiple columns (Full Menus)

1. Position the insertion point just after where you want the banner heading.
2. Press Command-Enter to create a new section for the banner heading.
3. Make sure the insertion point is in the section that will contain the banner heading.
4. Choose Section from the Format menu.
5. Under Columns, type *1* in the Number box.
6. If you want the heading to start a new page, select New Page from the Start list box.
7. Type the banner heading at the insertion point in the text.
8. Make sure that the multiple-column section following the banner heading has No Break chosen as the Start option.

Controlling paragraph alignment within columns

1. Select the paragraphs you want to align.
2. Choose Show Ruler or Paragraph from the Format menu to display the ruler.
3. Click an alignment icon on the ruler.

Creating columns of side-by-side paragraphs (Full Menus)

With Word's table feature you can create columns of side-by-side paragraphs in the following way:

1. Position the insertion point where you want to create the columns that you want formatted as side-by-side paragraphs.
2. Choose Insert Table from the Document menu.
3. Enter the number of columns and rows you want included in the table. You can later add or delete columns and rows if you need to.

4. Word proposes a column width based on the current margin settings. If you are creating side-by-side paragraphs in a multiple-column document, Word proposes a width based on the current column boundaries. You can use the proposed column width or type a new measurement.
5. Click OK.

Now you can enter text into the cells. Enter information you want to align side by side into cells that are on the same row. The paragraphs you type within cells are like paragraphs you type anywhere else in your document. When you type past the right edge of a cell, Word moves the insertion point, and the last word if it is incomplete, to the next line within the cell. This wordwrap feature enables you to add and delete text without manually rearranging the text. Press the Tab key to move to the next cell to the right, and press Option-Tab to insert a tab mark within a cell. Press Return to start a new paragraph within the same cell.

You can use normal paragraph formatting methods to change the indents of the paragraphs within a cell or the text alignment within a cell, and to set tabs. Use the Cells command on the Format menu to improve the appearance of your table by changing column widths and adding borders.

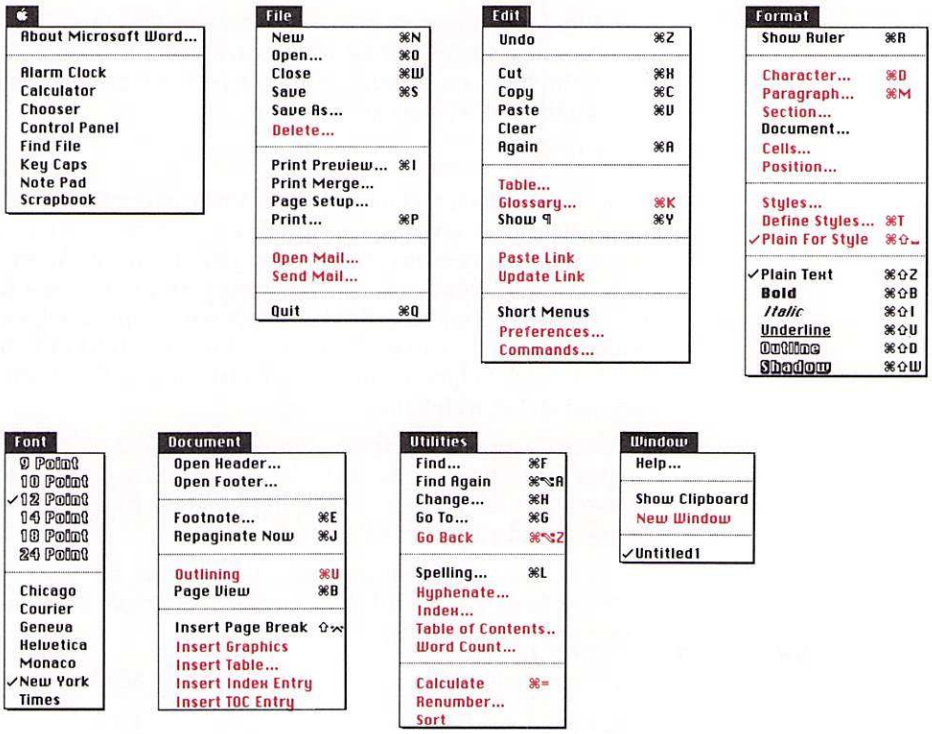
You can also convert existing text, tabbed tables, or Word 3.0 side-by-side paragraphs to tables using the Insert Table command. For more information, see "Insert Table Command" and "Tables."

For information on	See
Creating columns in tables	Tables
Indenting paragraphs	Indenting Paragraphs
Aligning paragraphs	Aligning Paragraphs
Using styles	Styles: Formatting the Easy Way
Adding text to a graphic	Graphics
Creating side-by-side columns using tables	Tables
Creating sidebars and margin notes	Page Layout Position Command

Commands

A command is an instruction to Word to perform an action. As in other Macintosh programs, Word's commands are on the pull-down menus at the top of the screen.

You can choose to use either Short or Full menus with Word. The following illustration shows the Full menus as originally set by Microsoft in the Word Settings (4) configuration. Commands available only with Full menus are printed in red.



Commands printed in red are available only with Full menus. Some command options and keyboard commands are also available only when Full menus is chosen.

Short menus contain those commands that are used most frequently for routine word-processing tasks. With Short menus, new users can be fully productive without having to master all of Word's features.

Full menus contain additional Word commands, including those for more complex documents.

When you start Word for the first time, it displays Short menus. You can switch to Full menus, and back to Short menus again, by choosing the appropriate command from the Edit menu.

All Word commands are not initially shown even on Full menus. You can choose additional commands from the keyboard by pressing key combinations.

The initial Full menus and keyboard settings reflect the Word Settings (4) configuration set by Microsoft. Using the Commands command on the Edit menu, you can add Word commands to menus, remove commands from menus, and assign different key combinations to commands. You can also create new menu and keyboard configurations designed for special tasks and documents — and for different users. You can use customized menu and keyboard configurations only with Full menus.

Choosing a Command

Word carries out some commands as soon as you choose them. If Word needs more information before carrying out a command, it displays a dialog box or special window. If an ellipsis (...) appears after a command name on a menu, Word opens the appropriate dialog box or window when you choose that command. Some dialog boxes have additional options when you use Full menus.

You choose commands with the mouse and provide dialog box information in Word as you do with other Macintosh programs. You can also use a system of key combinations to choose a command or dialog box option. To choose a menu command from the keyboard, press the key combination listed to the right of the command on the pull-down menu.

If a command has a checkmark beside it on the menu, that command is in effect.

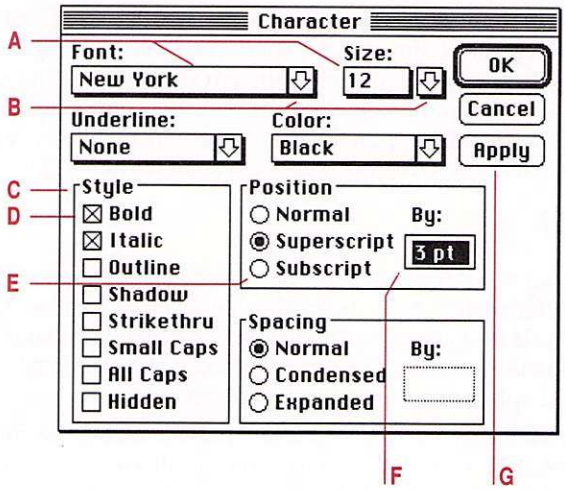
Selecting Options in a Dialog Box

You select options in dialog boxes by typing information into boxes, clicking option buttons and check boxes, and selecting options from a list.

Some list boxes, such as those displaying filenames, glossary entries, and style names, are like small windows. The list box contains a scroll bar, and you can scroll through the list by clicking the scroll arrows or by dragging the scroll box up and down. This type of list is always visible in the dialog box.

To select options from other types of lists, you first display the list by clicking the arrow beside the list box.

The items you use to select command options are shown in the following illustration of the Character dialog box.



A *Drop-down list box* The box displays the currently selected option. To display the list and select another option, click the arrow beside the box and then drag the pointer to the option you want just as you choose commands from a menu.

B *Arrow* Click the arrow to display the list of available options. If the arrow is not attached to the list box, as shown here in the Size box, you can type an option in the box as you would in an ordinary text box. Use this technique when you want to select an option that is not shown in the list. If the arrow is attached to the box (as shown here in the Font, Underline, and Color boxes), you can select only from the list.

C *Option group* In some dialog boxes, related options are grouped and labeled; for example, the Style, Position, and Spacing options in the Character dialog box. After you change the settings of an option group, you can click the option box label to restore the settings that were in effect when you chose the command.

D *Check box* You turn the options in this group on and off by clicking the check boxes or the option names. Word displays an X in the check box when you turn on the option. You can turn on more than one option at a time.

E *Option button* Round option buttons indicate that you can select only one option of the group at a time. When you select an option button, Word turns off any other selected option in the group.

F *Text box* To change the setting of a text box, click to select the contents of the box and type the new setting. If the text box is highlighted, the information you type replaces the current setting displayed in the box. If you type text that is too long to be displayed all at once in a text box, Word scrolls the text horizontally so that you can keep typing.

G *Command button* Clicking command buttons carries out actions. For example, clicking the Apply button applies the selected character formats to the selected text but does not close the dialog box. Clicking some command buttons displays another dialog box so that you can select additional options. A command button outlined in bold (like the OK button in the Character dialog box) identifies the expected or typical response in a dialog box or to a message. Pressing Return selects the outlined button by default.

With some formatting commands (Character, Paragraph, Section, Cells, Styles, and Define Styles), you can apply formats to a selection before closing the dialog box. This gives you a chance to see if you like the formats or want to change them. In some cases, you may need to move the dialog box out of the way (drag the box by the title bar) to see the applied formats. You can return the dialog box to its original position by double-clicking anywhere in the title bar.

Word uses inches or points as the default unit of measure in many text boxes. To specify another measure, type *in*, *cm*, *pt*, *pi* or *li* (inches, centimeters, points, picas, or lines) after the measurement. To change the default unit of measure, use the Preferences command on the Edit menu.

In some situations, you can speed your work by choosing a command with keys and then pressing Return to accept the current dialog box settings. For example, you can create a footnote by pressing Command-E and then Return. Word opens a footnote window and automatically numbers footnotes in sequential order, using the default dialog box settings.

For information on	See
The contents of dialog boxes	The appropriate command
Keyboard commands and keys that control dialog boxes	Keyboard
Customizing menus	Menus Commands Command
Options for specifying measurements in dialog boxes	Measures Preferences Command

Commands Command

On the Edit menu (Full menus only).

With the Commands command, you can assign any Word option, action, or feature to a menu or a combination of keystrokes. You also can add to menus Word commands that normally are chosen with keys and change the command-key assignments set by Microsoft.

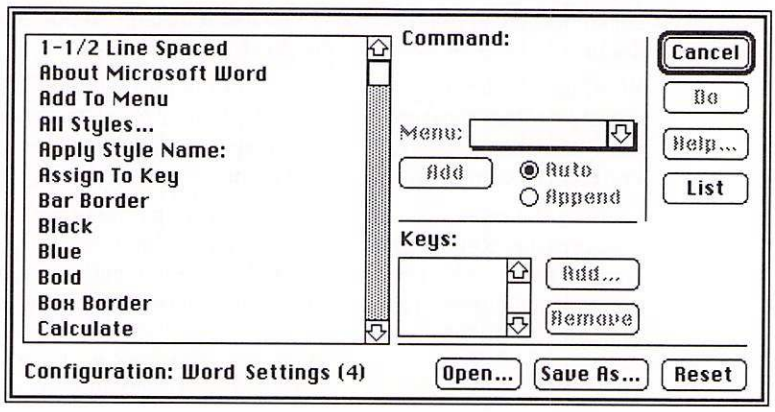
The ability to customize menus and the keyboard configuration means you can make Word work more quickly for you. For example, you can assign an option normally found in a dialog box to a menu or a combination of keystrokes, including function keys, and then use that option without having to go through the dialog box.

When you first use Microsoft Word 4, the command names appearing on the Word menus and the commands chosen from the keyboard reflect the original configuration (in the Word Settings (4) file) that is set by Microsoft.

You can change the menu and keyboard configuration to suit your own preferences. If you prefer to use the mouse, you can put frequently used commands on the menus. If you'd rather use the keyboard, you can assign menu commands to a combination of keystrokes. Or, you can put a command on a menu and also assign it a keystroke combination so that you have a choice of how to use it.

You can create different configurations designed for specific types of documents and for different phases of writing and editing. For example, in one configuration you might add to the menus the commands you use most frequently in typing and editing.

To perform extensive formatting, you can switch to another configuration that gives you quick access to many of the character and paragraph formats, fonts and font sizes, and styles.



List box Lists all features, options, and actions that you can choose with any Word keyboard or menu command. Select a command from the list to add or remove the command to or from a menu and/or key combination(s). A colon appears following some commands in the list, such as Apply Style Name, Font Size, and Select Window. You can add these commands to the menus more than once, each time specifying a different style name, font size, document name, or other option.

Command Displays the command name you select from the list. The command will be added to or removed from a selected menu or key combination. If you select a command that has more than one option or setting (indicated by a colon after the command name), Word displays a list box below the command name so that you can select or, in some cases, type an option. Only the selected option is added to or removed from the selected menu or key combination.

Select a font, font size, or style name (Font Name, Font Size, or Apply Style Name) by clicking the list box arrow and selecting from the list. Items you've already added to a menu are indicated in the list.

If you select a character-spacing command (Condensed, Expanded, Subscript, or Superscript), the default spacing is displayed in the text box. You can type a new spacing to add it to a menu or key combination. To remove a particular character-spacing command, click the list arrow and select the spacing option from the list; then click the Remove button.

If you select Open File Name from the command list, an Open command button is displayed below the Open File Name list box. To add a document name to a menu or key combination so that you can quickly open the document, click the Open button. Word displays the Open command dialog box; select the document as you normally do and click the Open button. In this case, the document is not opened, and you are returned to the Commands dialog box. Select the menu or key combination and then click the Add button. To remove a particular open-document command from a menu or key combination, follow these same steps, and then click the Remove button.

Menu Displays the name of the menu on which the selected command is currently located or lists the menus to which you can add the command. If the command is on a menu in the current configuration, the menu name in the Menu box is dimmed; the Remove button is activated so that you can remove the command from the indicated menu. Before removing the Commands command, assign it a key combination so you can access it later. If the selected command is not on a menu in the current configuration, Word displays the default menu for the command in the Menu box. To select any other menu from the menu list, click the arrow and drag to the menu you want.

Add	Adds the selected command to the selected menu. If the selected command is already on a menu, this button changes to Remove.
Auto	Word automatically selects this option if you add the command to the default menu for that command. Word determines the location of the command on the default menu, grouping together related commands. For information on the default menu assignments, see "Menus."
Append	Turn on this option if you want to add the selected command at the bottom of the default menu. If you add a command to a menu other than the default menu, Word automatically selects this option.
Remove	Removes the selected command from the indicated menu. If the selected command is not on a menu, this button changes to Add.

Keys Lists the key combination (if any) assigned to the selected command for the current configuration. Some commands may have more than one assigned key combination. For a description of the icons used to identify the Command, Shift, Option, and numeric keypad keys, see "Keyboard."

Add...	Assigns a key combination to the selected command. When you click this button, Word displays a message box that asks you to type the desired keystroke(s). Use the modifier keys Command, Shift, and Option with a typing key or keypad key. (For more about possible key combinations, see "Menus.") If you type a key combination already assigned to a different command in the current configuration, Word asks whether you want to remove the key assignment from that command. You can assign more than one key combination to a single command.
Remove	Removes the selected key combination from the selected command.

Configuration Identifies the current menu and keyboard configuration, that is, the open configuration file. The menus and/or key combination(s) assigned to a selected command in the open configuration are indicated in the Menu and Keys boxes.

Open Opens the configuration file you select, making it the current configuration. The menu and keyboard configuration, options in the Preferences dialog box, and other default options are set to those of the open configuration. Any subsequent changes to the menus, key assignments, and default settings affect only the open configuration.

Save As Saves the changes you make to the menus and key assignments in the current configuration. Word automatically saves the changes you make to the current configuration when you quit Word. Click the Save As button if you want to immediately save changes you've made to the current configuration.

You need to use Save As, for example, before you open another configuration if you want to preserve changes you've made to the current configuration since you last started Word. When you click Save As, Word displays a dialog box so that you can save the revised configuration file under its current name or a new name.

Word also stores the options you set with the Preferences, Document, Section, and other commands in the current configuration file when you save the configuration or quit Word while the configuration is in use.

Reset Changes the menu and key combinations, Preferences dialog box settings, and other default options back to the settings that were in effect when you last opened the current configuration or started Word with the current configuration open. Used with the Shift or Option keys, Reset changes menus and key assignments to one of two default configurations:

Shift-Reset	Restores the original Word defaults and menu and keyboard configuration (Word Settings (4)) as set by Microsoft for Full menus.
Option-Reset	Retains options set for the current configuration, but adds all Word commands to the default menus according to the functions of the commands. If you are adding many commands to menus, you may want to add all commands to the menus and then remove commands you don't need.

Cancel Closes the Commands dialog box but does not cancel any changes you made to the current configuration. The settings of the open configuration are reflected in the menus and key assignments when you return to editing the document. The changes are saved in the current configuration file when you quit Word or when you save the configuration file using the Save As button.

Do Closes the Commands dialog box and carries out the selected command. If you changed the menu and/or key assignments, Word updates the current configuration. You can use the Do button to choose commands that are not assigned to any menu or key combination.

Help Displays information describing the selected command.

List Closes the Commands dialog box and creates a new document describing the menu and keyboard assignments of the current configuration. All commands that are assigned to menus or key combinations are listed in a table with the corresponding menu name and/or key combination. Holding down Shift when you click the List button lists all Word commands in the new document. You can sort and print the document to create a "quick reference guide" for the current keyboard configuration.

For information on	See
Changing menu and keyboard configurations	Menus
Using key combinations originally assigned to Word commands by Microsoft	Keyboard

Copy Command

On the Edit menu.

The Copy command copies selected text or graphics to the Clipboard, replacing the previous contents of the Clipboard. You can then paste text or graphics into your document at another location, into another Word document, or into a document in another program.

Word always includes character and paragraph formats when you copy text and paste it within the same document or into another Word document.

Word normally places Interchange format, or Rich Text Format (RTF) codes on the Clipboard when you cut or copy text. Text copied from Word to another program retains its character and paragraph formatting if the other program reads RTF. Otherwise, the text format changes to ASCII. To copy text more quickly into programs that do not read RTF, turn off the Include RTF in Clipboard option, available through the Commands command. With this option off, Word omits RTF codes from the Clipboard, and text you paste into any other program is in ASCII format. To turn the option on and off, select the Include RTF in Clipboard option from the Commands dialog box, and then click the Do button.

You can use the Copy command in the Glossary or Define Styles dialog box to copy a glossary entry or style and place it on the Clipboard.

Within tables, you can use Copy to copy the contents of a single cell, or entire cells, rows, or columns to the Clipboard.

You can reverse Copy by choosing Undo as the first action after copying. Undoing Copy returns the previous contents to the Clipboard. You cannot use Undo to reverse Copy if you choose it to copy a style in the Define Styles dialog box.

For information on	See
Copying text or copying within tables	Copying Text or Formats Paste Command
Moving text	Cut Command Moving Text Paste Command
Copying a style	Styles: Formatting the Easy Way
Copying or moving cells within tables	Tables
Pasting graphics from other programs	Graphics Insert Graphics Command

Copying Text or Formats

You can copy text in two ways with Word:

- Use the Copy command to copy the text to the Clipboard, and then paste it into a new location.
- Use the Command-Option-C key combination (available with Full menus) to copy and paste text in one step. This text does not go to the Clipboard.

You use the Command-Option-V key combination to copy character and paragraph formats.

Copying text with Copy and Paste

1. Select the text you want to copy.
2. Choose Copy from the Edit menu.
3. Position the insertion point at the new location, or select text to be replaced by the copied text.
4. Choose Paste from the Edit menu.

Copying text with Command-Option-C (Full Menus)

Command-Option-C copies and pastes text in one step. For more information on Command-Option-C, see "Keyboard."

If you select text and press Command-Option-C, Word displays the message "Copy to" in the lower-left corner of the window. You then position the insertion point where you want to paste the selected text, and press Enter or Return. Word copies the selected text and pastes it at the insertion point.

If you do not select text but press Command-Option-C, Word displays the message "Copy from" in the lower-left corner of the window. You then select the text to be copied and press Enter or Return. Word pastes the selected text at the insertion point. This is useful if you are typing and need to copy something from another part of your document.

The following procedure shows how to use Command-Option-C when you select text before you press the key combination:

1. Select the text you want to copy.
2. Press Command-Option-C.

   The "Copy to" message appears in the lower-left corner of the window.
3. Position the insertion point where you want to insert the text, or select text to be replaced by the copied text.

   Word displays the insertion point as a dotted vertical line, and the text you select with a dotted underline.
4. Press Enter or Return to complete the copy.

To cancel this procedure, press Command-. (period) before pressing Enter or Return.

Copying character or paragraph formats (Full Menus)

You can use Command-Option-V to copy character or paragraph formats to another selection or to the insertion point. For more information on copying formats, see "Keyboard."

If you select text with formats you want to copy and press Command-Option-V, Word displays the message "Format to" in the lower-left corner of the window. You then position the insertion point where you want to paste the formats and press Enter or Return to complete the copy.

If you do not select text but press Command-Option-V, Word displays the message "Format from" in the lower-left corner of the window. You then select the text whose formats you want to copy and press Enter or Return. Word pastes the formats at the insertion point. This lets you quickly copy formats as you type.

The following procedure shows how to use Command-Option-V when you select formats before you press the key combination:

1. To copy character formats, select a character or word with the formats you want to copy.

   To copy paragraph formats, double-click in the selection bar to select the paragraph with the formats you want to copy.
2. Press Command-Option-V.
3. Select the text you want to format.

   The selection is shown with a dotted underline.
4. Press Enter or Return.

To cancel this procedure, press Command-. (period) before pressing Enter or Return.

If selected characters or paragraphs have different formats, Word copies the formats from the first character or paragraph.

Copying cells

This procedure describes how to copy entire cells within tables. If you want to copy text within cells, use the procedure given under "Copying text with Copy and Paste."

1. Select the cells you want to copy.
2. Choose Copy from the Edit menu.
3. Select the paste area — the cells you want to copy to.

   If you are copying to an area outside a table, position the insertion point where you want to paste the cells. When you paste into an area outside a table, Word creates a new table with the same dimensions as the Clipboard contents.
4. Choose Paste Cells from the Edit menu.

   Word fills the paste area with the copied cells.

When you paste cells, select either the upper-left cell of the paste area (the area you want to copy into) or a paste area the same size as the area that was copied to the Clipboard. When you choose the Paste Cells command, Word replaces the cells in the paste area one-for-one with the contents of the Clipboard.

If you want to insert new cells into a table rather than replace the contents of existing cells, you must first insert blank cells by choosing the Table command from the Edit menu, and then paste into them.

For information on	See
Moving text	Cut Command Moving Text Paste Command
Moving cells	Moving Text Tables
Copying or moving text with Command-Option-C	Keyboard
Copying formats	Keyboard

Cut Command

On the Edit menu.

The Cut command deletes selected text or graphics and puts it onto the Clipboard, replacing the previous contents of the Clipboard. You can paste the Clipboard contents into a document at the insertion point, or to replace selected text. A copy of the text remains on the Clipboard until something else replaces it.

You can use Cut to move text from one part of a document to another, from one document to another document, or from Word to another program.

Word always includes character and paragraph formats when you copy text and paste it within the same document or into another Word document.

Word normally places Interchange format, or Rich Text Format (RTF), codes on the Clipboard when you cut or copy text. Text copied from Word to another program retains its character and paragraph formatting if the other program reads RTF. Otherwise, the text format changes to ASCII. To copy text more quickly into programs that do not read RTF, turn off the Include RTF in Clipboard option, available through the Commands command. With this option off, Word omits RTF codes from the Clipboard, and text you paste into any other program is in ASCII format. To turn the option on and off, select the Include RTF in Clipboard option from the Commands dialog box, and then click the Do button.

Use Cut in the Glossary or Define Styles dialog box to remove a glossary entry or style, and place it onto the Clipboard.

Within tables, you can use Cut to cut the contents of a cell, multiple cells, rows, or columns and place the contents onto the Clipboard. Cut does not delete cells. To delete cells, use the Table command on the Edit menu.

You can reverse a cut by choosing the Undo command as the first action after making the cut.

For information on	See
Copying text	Copy Command
Copying Text or Formats	Paste Command
Moving text	Moving Text Paste Command

Default Settings

Each new document you open includes default settings to help you produce a standard, presentable document without having to set parameters. Word "defaults" to these settings as you do your work, unless you specify other settings.

You can change a default setting for an individual document without changing the default Word uses for other documents. For example, for a short letter you might change the left and right margin settings from 1.25 inches to 1.5 inches. Despite the change in the individual document, any new documents would have the default 1.25-inch left and right margin settings.

Word is shipped with preset default settings. If you frequently make the same changes to the settings for your documents, you can change the preset defaults shown in the following tables so that the new settings are automatically used for new documents.

In addition to default settings for documents, Word has defaults that control the Word environment, for example, the unit of measure and the manner in which your documents are displayed.

NOTE The default character and paragraph formats are defined in the Normal paragraph style. Normal is the automatic style that Word initially applies to the paragraphs you type until you apply another style. With the Define Styles command, you can change the Normal style settings to the character and paragraph formats (font, font size, indents, and so on) that you prefer. The original settings defined for Normal style are shown in a table listing the style sheet defaults. For more information about defining styles, see "Define Styles Command" and "Styles: Formatting the Easy Way."

The following tables list Word's preset document and environment defaults.

Preset Document Defaults

Character	Default
Font	New York
Font size	12 point
Underline	None
Color	Black
Style (character formats)	None (Plain Text)
Position	Normal (on baseline)
Spacing	Normal (according to font and font size)

Paragraph	Default
Indents	None
Tab stops	Left-aligned every half inch (set with Document command)
Alignment	Flush left
Line spacing	Automatic single-spaced lines
Paragraph spacing	No blank space between paragraphs
Tab leader	None
Border	None
Position	
Horizontal	Left relative to text column
Vertical	In line relative to text margin
Paragraph width	Auto (width of text column)

Table	Default
Columns	2
Rows	1
Column width	See note below
Space between columns	0.11 inch
Row alignment	Left

NOTE The width of the available text area determines the default width of columns in a table. To calculate the available text area, Word subtracts from the total page width the left and right margin measurements, gutter measurement (if any), and the spacing between columns. To calculate the width of each column, Word divides the difference by two or by the number of columns you specify.

Page setup	Default
Fractional Widths (LaserWriter only)	Off
Print PostScript Over Text (LaserWriter only)	Off

Document	Default
Top margin	1 inch
Bottom margin	1 inch
Left margin	1.25 inches
Right margin	1.25 inches
Mirror Even/Odd Margins	Off
Even/Odd Headers	Off
Widow Control	On
Gutter margin	None
Number Pages From	1
Number Lines From	1
Default tab stops spacing	0.5 inch
Footnote position	Bottom of page
Number footnotes from	1
Restart Each Page/Section	Off

Section	Default
Section start	New Page
Page numbering	Off (If turned on, default is Arabic numerals, 0.5 inch from top and right.)
Line numbering	Off (If turned on, default is each line number shown.)
Columns	1
Space between columns	0.5 inch
Footnotes	Endnotes included
Header/footer	None
Header position	0.5 inch from top
Footer position	0.5 inch from bottom
First Page Special	Off

Style sheet	Default
Normal	New York, 12 Point, Flush Left
Header	Normal + Tab stops: 3 inches Centered and 6 inches Flush Right
Footer	Normal + Tab stops: 3 inches Centered and 6 inches Flush Right
Footnote text	Normal + Font: 10 Point
Footnote reference	Normal + Font: 9 Point, Superscript 3 Points
Page number	Normal
Line number	Normal
Outline heading levels for levels 1–9	heading 1: Helvetica Bold, 12 Point, Underline, Space Before 12 Points heading 2: Helvetica Bold, 12 Point, Space Before 6 Points heading 3: Normal + Bold, left indent 0.25 inch heading 4: Normal + Underline, left indent 0.25 inch heading 5: Normal + Font: 10 point, Bold, left indent 0.5 inch heading 6: Normal + Font: 10 Point, Underline, left indent 0.5 inch headings 7–9: Normal + Font: 10 Point, Italic, left indent 0.5 inch
Index 1–7 for index levels	Normal + left indent, which increases by 0.25 inch for each index entry level after 1
Toc 1–9 for table of contents heading levels	Normal + left indent, which increases by 0.5 inch for each level after 1, 0.5-inch right indent, Tab stops: 5.75 inches Flush Left with leader dots and 6 inches Flush Right
PostScript	Normal + Font: 10 Point, Bold Hidden

NOTE The above styles are on the default style sheet Word loads for each document you open. These are called automatic styles because Word applies them automatically to text in the appropriate circumstance. You can redefine these styles as you can any other style.

You can also add other styles to the default style sheet so that they are available for every new document. You must apply these styles to text yourself; Word does not apply them automatically.

Preset Environment Defaults

Preference	Default
Default Measure	Inches (horizontal) Points (vertical)
Show Hidden Text	On
Use Picture Placeholders	Off
Show Table Gridlines	Off
Show Text Boundaries in Page View	Off
Open Documents in Page View	Off
Background Repagination	On
"Smart" Quotes	Off
Keep Program in Memory	Off
Keep File in Memory	Off
Custom Paper Size	None

Print	Default
Section Range	All sections
Print Selection Only	Off
Print Hidden Text	Off
Print Next File	On (if you select the Next File option in the Document dialog box)
Print Back To Front (LaserWriter only)	Off

NOTE Any settings that you change in the Print command become new environment defaults for the current document.

Short Menus

To change from Short menus to Full menus, you choose the Full Menus command from the Edit menu.

Changing defaults

If you change the default settings, Word uses the new defaults in all documents that you subsequently create. Existing documents that you created with different default settings are not affected.

- For the Document or Section command, change the settings you want, and then click the Set Default button.
- To change character and paragraph defaults, choose Define Styles to redefine the Normal style. Click the Set Default button to make the updated Normal style the default for all new documents.

- To add a style to the default style sheet, select a style in Define Styles and click the Set Default button.
- To change an environment default, click an option in the Chooser, Preferences, or Print dialog box.
- To change the default for the Keep Program in Memory and the Keep File in Memory options in the Preferences dialog box, turn on the Now or Always options.

You can specify a different unit of measure in an individual text box by typing an abbreviation for the unit of measure (*in, cm, pt, pi,* or *li*) after the number. Specifying the unit of measure for a particular option does not change the default unit of measure. You change the default unit of measure with the Preferences command on the Edit menu.

Word keeps the default settings you change in a file called Word Settings (4). To restore all of Word's preset default settings, remove this file from your Word Program disk or System folder. When you next start Word, Word automatically creates a new Word Settings (4) file containing the defaults set by Microsoft. If you want to keep some of the default settings that you changed, make a note of the settings before you remove the Word Settings (4) file and reselect these options with the appropriate commands.

For information on	See
Defaults for international versions of Word	Appendix E, "International Default Values"
Changing styles	Styles: Formatting the Easy Way

You can also find information related to default settings in "Measures," "Page Setup Command," "Preferences Command," "Document Command," and "Section Command."

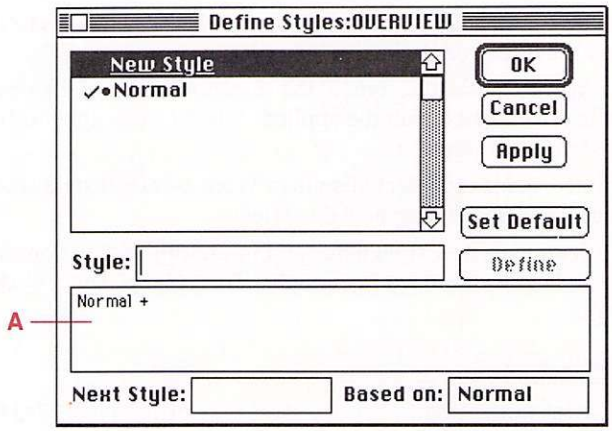
Define Styles Command

On the Format menu (Full menus only).

The Define Styles command adds new styles to a style sheet and renames or redefines existing styles. Define Styles also adds styles to the default style sheet Word automatically loads with each new document. You also can open the Define Styles dialog box by double-clicking the style name displayed in the lower-left corner of the window.

A style is a set of stored paragraph and character formatting instructions. By applying a style to text, you can quickly apply several formats at once. When you define a style, you specify its formatting instructions. You can specify formatting instructions by naming the style and:

- Adding formats with character and paragraph formatting commands.
- Selecting formatted text to define the style.
- Basing a style on an existing style.



A *Style description area*

List box Lists Normal (Word's default style), any automatic styles used in the current document, and any styles you've created for the document. Automatic styles are automatically applied to format text in certain situations — the text of a footnote, for example.

New Style is selected so that you can create a new style. A checkmark precedes the style of the first paragraph in the selection. Bullets precede automatic styles.

If you would like all automatic styles to show in the list box, not just those used in the document, hold down Shift while you choose Define Styles.

Style Displays the name of the selected style. If New Style is selected, this box is blank so that you can type a name for the style.

Style description area Shows the formatting instructions for the selected style in the area below the Style text box.

Instructions consist of the name of the base style (often Normal) plus variations. Variations appear as the name of a format ("Bold," "Keep With Next ¶") or as a description of formats that take additional choices ("Tab stops: 3 in Centered").

If the instructions are too long, they are abbreviated. You can see formats for abbreviated instructions by reviewing the settings in the Character and Paragraph commands.

When you first choose Define Styles, the style name of the first paragraph in the selection is displayed. If you applied additional formats to the paragraph, these formats are displayed.

Next Style Names the style you want Word to automatically apply to the next paragraph when you end the current paragraph by pressing Return.

Based On Names an existing style you want to base a new style on. All formatting instructions that are part of the based on style are applied to the new style. However, you can override the based on style formatting by selecting new formats using the Paragraph or Character commands.

Cancel Closes the dialog box but does not discard changes to styles that you made using the Apply or Define buttons.

Apply Applies a selected style to the selection without closing the dialog box. If you're not satisfied with the applied style, you can apply different formats until you have what you want.

Set Default Adds the selected style to Word's default style sheet, which is automatically loaded with new documents.

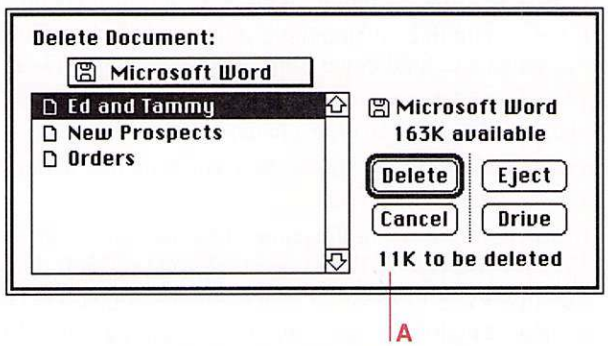
Define Records a new style name and formatting instructions but does not apply the new style to the selected paragraphs. To apply the style, click the Apply or OK buttons.

For information on	See
Defining styles, using styles, next styles, automatic styles, or the default style sheet	Styles: Formatting the Easy Way

Delete Command

On the File menu (Full menus only).

The Delete command permanently removes a document from the disk. Note that you cannot use the Undo command to restore a deleted document.



A *Shows disk space you gain by deleting document*

List box Lists the names of all documents and folders on the current disk. Icons to the left of each name indicate whether the item is a document or a folder. When you double-click a folder in the list box, a list of the folder's contents replaces the contents of the list box, and the folder's name is shown above the list box. If you pull down the name of the folder, you can display the contents of the enclosing folder(s), or redisplay the disk's contents.

Delete Deletes the selected document. You can also delete documents by double-clicking the document name in the list box. Before deleting the document, Word displays a message asking you to confirm the deletion.

Eject Ejects the disk whose name appears above the dialog box buttons. You can then insert another disk, and Word displays its contents in the list box. The button is dimmed if there is not a disk in another drive.

Drive Changes disk drives and lists the contents of the disk in that drive. This button is dimmed if no other disk is available.

Deleting Documents (Full Menus)

You can delete any document with the Delete command.

Deleting a document

1. Choose Delete from the File menu.
2. Click the document in the list box that you want to delete.

   If the document is in a folder, double-click the folder to open the folder and show its contents in the list box. Then click the document you want to delete.
3. Click the Delete button, or double-click the document in the list box.

   Word displays a message asking you to confirm the deletion.
4. Click Yes to delete the document.

   If you click the Yes or No button, Word returns you to the Delete dialog box. If you click Cancel, Word returns you to your document.

   After opening a folder, you can redisplay the disk's contents in the list box or display the contents of the enclosing folder(s) by pulling down the name of the disk or folder you want to see.

Deleting Text

When you delete text, you remove it from a document. You can delete text by moving it to the Clipboard, or you can delete text permanently from the document.

You can delete text using any of these techniques:

To	Do this
Delete previous character	Press Backspace or Delete.
Delete next character	Press Command-Option-F.
Delete previous word	Press Command-Option-Backspace or Delete.
Delete next word	Press Command-Option-G.
Delete any amount of text without putting it on the Clipboard	Select the text, then press Backspace or Delete; or choose the Clear command.
Delete any amount of text and put it on the Clipboard	Select the text and choose the Cut command, or press Command-X.
Replace text	Select the text, then type.

If you choose Undo as the first action after deleting text, Word restores the deleted text.

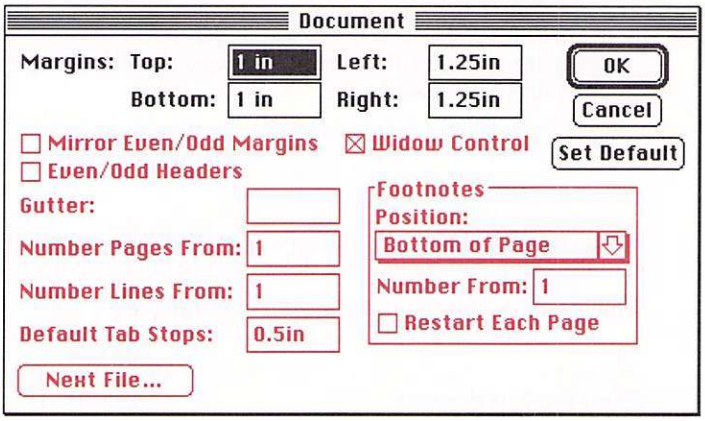
NOTE If two paragraphs with different formats are separated by a single paragraph mark, you cannot backspace over the paragraph mark to delete it. This prevents accidental loss of formatting. Instead, select the paragraph mark and press Backspace or Delete.

For information on	See
Deleting all occurrences of specified text	Finding and Changing
Deleting footnotes	Footnotes
Deleting headers and footers	Headers and Footers
Deleting glossary entries or styles	Cut Command Glossaries Styles: Formatting the Easy Way
Deleting cells	Table Command Tables

Document Command

On the Format menu.
You also can choose the Document command when the document is displayed in page view by double-clicking in the margin near any of the four page corners.

Document command settings affect the whole document.



Options in red are available only if you are working with Full menus.

The first time you start the U.S. version of Word, all measurements in the Document dialog box are in inches. You can type a different unit of measure after the number (such as *pi* for picas or *pt* for points), or you can use the Preferences command on the Edit menu to change to a different unit for all measurements.

NOTE Releases of Microsoft Word for countries other than the United States may default to centimeters for the unit of measure, and the default values for margins and tab stops may differ from those listed in this section.

Margins

Sets the amount of space between the edge of the paper and the printed part of your document (the text area). The preset default margins are 1 inch at top and bottom, and 1.25 inches on the left and right sides. To change the margins for the entire document, type new settings in the appropriate text boxes.

Headers and footers are printed in the top and bottom margins. Word automatically increases the top or bottom margin, if necessary, to make room for headers and footers that don't fit in the margins you specify.

If you don't want Word to adjust the margin automatically to accommodate page numbers, headers or footers that normally wouldn't fit in the margin, you can type a negative number in the Margins box. For example, if you type *–1 in* for the top margin measurement, the top of the text will always start one inch below the top edge of the paper. Page numbers or headers that are too tall to fit in the margin will then print in the text area, overlapping anything that may be there. This is useful for creating headers that appear to the side of indented body text.

If the Mirror Even/Odd Margins option is turned on (Full menus only), the Left and Right margin options are replaced with Inside and Outside, respectively. Use the Mirror Even/Odd Margins if you are binding the pages so that two printed pages are facing each other. This format is also known as "facing pages." The margin measurement for Inside specifies the distance from the bound edge of the paper to the text; this distance needs to be greater than that of the outside margin, to allow for the binding.

The inside margin is the left margin of odd-numbered pages (right-hand pages) and the right margin of even-numbered pages (left-hand pages). Outside specifies the margin measurement for the right margin of odd-numbered pages and the left margin of even-numbered pages. When the pages are printed and bound, the margins on facing pages will mirror each other.

You can adjust the left and right indents for selected paragraphs by choosing Show Ruler from the Format menu and moving the left and right indent markers.

NOTE Some printers cannot print all the way to the edge of the paper, so they may require that you specify a minimum margin. Printers vary as to the minimum margin required. Consult your printer manual for printer requirements.

Mirror Even/Odd Margins (Full Menus)

Allows you to format left and right pages as facing pages intended for two-sided printing. When you turn on Mirror Even/Odd Margins, Word changes the Left and Right margin options to Inside and Outside, respectively. When you specify the inside and outside margins, they will affect the opposite side margins for odd-numbered and even-numbered pages. For more information on specifying inside and outside margins, see the Margins option description.

Even/Odd Headers (Full Menus)

Adds the Open Odd Header/Footer and Open Even Header/Footer commands to the Document menu so that you can format the left page and right page headers and footers separately (as facing pages intended for two-sided printing). For example, you may want to print a chapter title in the header flush right on right-hand pages and flush left on left-hand pages so that the chapter title is always near the outside edge of the page.

Turning on Even/Odd Headers also affects automatic page numbers inserted with the Section command. If you turn on the Auto page number option in the Section dialog box and enter a measurement for the page number position in the From Right box, Word prints the page number the specified distance from the right edge of the paper on odd-numbered (right-hand) pages. On left pages, Word prints the page number the specified distance from the left edge of the paper.

Gutter (Full Menus)

Specifies the width for a gutter margin. Use this option to allow extra space for binding documents that will be printed on both sides of the paper. The gutter margin is added to the left margin of odd-numbered pages and to the right margin of even-numbered pages. If Mirror Even/Odd Margins is turned on, the extra space is added to the inside margin when the document is printed.

Number Pages From (Full Menus)

Specifies the number at which you want page numbers to start for the document. This is especially useful when your document is part of a series of several documents. If this document is specified as the Next File in the previous document, type *0* (zero) to begin numbering this document with the next page number following the last page of the previous document in the series.

Number Lines From (Full Menus)

Specifies the number at which you want line numbering to start. This is especially useful if your document is part of a series of several documents.

Default Tab Stops (Full Menus)

Specifies the distance between default tab stops (the tab stops Word uses when you don't specify any) and nested headings in outlines and indexes. Default tab stops are preset at half-inch intervals. Default tab stops are shown as tick marks below the scale on the ruler.

Next File (Full Menus)

Tells Word the name of the document to print after printing the current file, or the name of the next document for which to compile an index or a table of contents. If you want Word to print a series of documents — or compile an index or a table of contents for a series of documents — click Next File, select the next file from the list box, and click Open. If the name of the file you want to select isn't shown, use the buttons next

to the file list box the same way you use the buttons in the Open dialog box to list files in other folders or on other disks. The Next File button changes to Reset Next File when you set a next file. The name of the next file appears to the right of the button. You can click the Reset Next File button to cancel the link to the next file. You then can leave it blank or click Next File to set a different file.

For each document in the series you need to open the document, choose the Document command, and select the next file. You use this option in conjunction with the Print, Index, or Table of Contents commands. If you don't want to print all documents in the series, you can turn off the Print Next File option in the Print dialog box.

NOTE If you want Word to consecutively number all of the pages in a series of documents, type *0* (zero) in the Number Pages From box for all of the documents except the first one.

Widow Control (Full Menus)

Prevents a single line from being separated from the rest of a paragraph by a page break. Widow Control is turned on the first time Word is used. If you turn off this option, every page will have as many lines as possible printed on it, regardless of where paragraphs begin and end.

Footnotes (Full Menus)

Specifies the position of footnotes and how footnotes will be numbered. If a footnote is too long to fit on a page, Word continues the footnote on the next page. Word prints a footnote separator between the main text and the footnote text.

Position To select where you want footnotes to appear, position the pointer in the Position text box and hold down the mouse button. A list appears from which you can select the position. Select the position you want by dragging the pointer onto it and releasing the mouse button.

Bottom of Page	Prints footnotes flush with the bottom margin of the same page as the footnote reference mark.
Beneath Text	Prints footnotes on the same page as the footnote reference mark, beginning underneath the text.
End of Section	Prints footnotes at the end of each section, or at the end of the next section that has the Include Endnotes option turned on in the Section dialog box. Make sure that the Include Endnotes option is turned on only in the section(s) where you want the footnotes printed.
End of Document	Prints all footnotes contained in the document at the end of the document.

Number From Specifies the number at which you want footnote numbers to start. This is especially useful when your document is part of a series of several documents.

Restart Each Section Controls whether footnote numbers restart at 1. If you selected the Bottom of Page option or the Beneath Text option for Footnotes Position, footnotes are page-oriented and the Restart Each Section option changes to Restart Each Page; turning on Restart Each Page starts the footnotes on each page at 1.

If you selected the End of Section option for Footnotes Position, footnotes are section-oriented; turning on Restart Each Page starts the footnotes following each section at 1. If you selected the End of Document option for Footnotes Position, all footnotes for the document are numbered consecutively starting at 1.

If you turn on this option, Word enters 1 in the Number From option and always starts the first footnote at 1. If Restart Each Section is turned off, Word numbers footnotes consecutively throughout the document, regardless of the footnote position selected.

Set Default

Saves the current settings in the dialog box as the default settings in Word's current configuration file. All new documents will then have the new default settings you saved. To restore the original defaults set by Microsoft, delete the Word Settings (4) file from your System folder or working System disk. Word will create a new Word Settings file based on the default settings.

For information on	See
Working with footnotes	Footnotes
Assigning page numbers, line numbers, and footnote numbers for linked documents	Long Documents
Breaking pages and page layout in general	Page Layout Print Preview Command
Changing Word's configuration or restoring Word's original default settings	Commands Command Menus Defaut Settings
Numbering pages in sections	Section Command

Edit Link (QuickSwitch) Command

On the Edit menu (Full menus only).

Word has a built-in utility called QuickSwitch that you can use when running Word under Apple's MultiFinder. QuickSwitch enables you to link information shared by Word documents with documents created in other programs. You can copy text or graphics into a Word document from any application that supports QuickSwitch, such as Microsoft Excel 1.5. Then, if the original information changes, you can use Word's Edit Link (or Update Link) command to automatically update the corresponding information in your Word document.

The Edit Link command switches to the source document so that you can edit the original (source) information and then transfers the updated information back to your Word document. If you do not want to edit the original information, but you want to update the Word copy, use the Update Link command. Edit Link (QuickSwitch) appears in place of Update Link when you hold down the Shift key and pull down the Edit menu.

To use the Edit Link command, the information copied into your Word document must be identified with a hidden identifier paragraph. When you use the Paste Link command to paste information into your Word document, Word automatically inserts this hidden paragraph. You also can type the identifier paragraph. (See "Paste Link Command" for instructions on typing the identifier paragraph.) Word uses this identifier paragraph to link the information in Word to the source information.

Editing and updating linked information (Full Menus)

1. Select the information in Word that you want to update.
2. Hold down the Shift key and select Edit Link from the Edit menu.

   If necessary, Word starts the application from which you copied the source information, opens the source document, and selects the information to be edited.

   If Word cannot find the source program or the source file, it displays a dialog box asking you to locate the program or the file. In some cases, Word will not be able to start the source application automatically. If Word cannot start the source application, it displays a dialog box requesting you start the application. Switch to the Finder and start the application, and then begin at step 1.
3. Edit the information.
4. Press Command-, (comma).

   Word switches back to your Word document and updates the information in your selection. The original formatting for the Word selection is retained.

   To return to Word without changing the original selection in Word, use one of the MultiFinder switching techniques, such as clicking a Word window or selecting Microsoft Word from the Apple menu.

For information on	See
Using MultiFinder Using QuickSwitch with Microsoft Excel and Word Troubleshooting: Word error messages	Appendix C, "Using Word with Other Applications"
Updating pasted information without editing it	Update Link Command
Pasting linked information from other applications Entering an identifier paragraph	Paste Link Command

Find Again Command

On the Utilities menu.

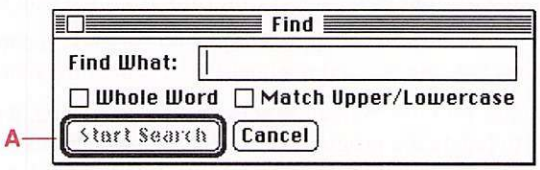
The Find Again command repeats the last Find or Find Formats command using the same search text. This command is useful for finding and editing multiple occurrences of text throughout a document.

Find Command

On the Utilities menu.

The Find command searches a document for text you specify.

Starting at the insertion point or at the beginning of a selection, Word locates and highlights each occurrence of search text. When Word reaches the end of the document, it asks if you want to continue the search from the beginning of the document.



A *Becomes Find Next button after Word finds first occurrence of search text.*

Find What Specifies the text you want to find. You can type up to 255 characters in the Find What box. Text automatically scrolls to the left if you type beyond the width of the box. To avoid retyping text entries, select the text within your document, copy it to the Clipboard, choose the Find command, and then choose the Paste command.

Whole Word Finds whole words only, not characters embedded within other words.

Match Upper/Lowercase Finds only the arrangement of uppercase and lowercase characters you specify. If you don't turn on this option, Word finds characters regardless of capitalization.

Start Search Begins the search, starting at the insertion point or the beginning of the selection. After Word finds the first occurrence of the search text, the Find Next button replaces Start Search.

Find Next Locates the next occurrence of the search text.

Cancel Closes the dialog box but does not discard changes to the Find What text box or options.

For information on	See
Finding special characters	Finding and Changing
Editing while you search	Finding and Changing
Repeating the Find command	Find Again Command

Finding and Changing

During editing, you may want to find specific text to edit, change, or replace, or you may want to find specific formats. You can use either of two commands to find text, and a key combination to find formats:

- The Find command searches a document for specified text.
- The Change command searches a document or selection for specified text and replaces it. When you use Change, you can either review each occurrence of search text and decide whether or not to change it, or you can have Word automatically replace all occurrences in the selection or the entire document.
- The Find Formats key combination, Command-Option-R, searches for the next character or paragraph that matches the formatting of a selected character or paragraph (Full menus only).

You can specify up to 255 characters of search or replacement text using Find or Change. If you want the replacement text to exceed 255 characters or have a certain format, or if you want to replace text with a graphic, you can copy the text or graphic to the Clipboard, and then type ^c in the Change To box to replace existing text with the contents of the Clipboard.

If you want, Word will find only those occurrences of the search text that make up a whole word. For example, if the search text is "cat," you can have Word find "cat" but ignore "catalog." You can also have Word find only text that has the same capitalization as the search text; for example, Word might find the name "Catering" and ignore "catering."

Word also matches the capitalization of replaced text. For example, if you want to replace "if" with "when," Word replaces an "If" at the beginning of a sentence with "When."

Word searches footnote and header or footer text only when the window containing the footnote, header, or footer is active.

Finding text

1. Choose Find from the Utilities menu.
2. Type the text you're searching for in the Find What box.

   You can select the text within your document that you want to find and paste it to the Clipboard. Choose the Find command and then choose Paste from the Edit menu to paste the selection into the Find What box.
3. If you want Word to search only for separate words, turn on the Whole Word option. If you want to match capitalization, turn on the Match Upper/Lowercase option.
4. Click the Start Search button.

   Word selects the first occurrence of search text.
5. To find the next occurrence of search text, click the Find Next button.

   To return to your document, click in the document window.

After returning to your document, you can resume the search using either the Find command or the Find Again command from the Utilities menu.

Finding or replacing with special characters

Word also finds and replaces with special characters such as tab or paragraph marks.

- To search for special characters, type an entry from either of the following tables in the Find What box of the Find or Change dialog box.
- To specify replacement text containing special characters, type an entry from either of the following tables in the Change To box of the Change dialog box.

To find	Type
An unspecified character	?
A question mark	^ ?
White space	^ w

To find or replace with	Type
A nonbreaking space	^ s
A tab mark	^ t
A paragraph mark	^ p
An end-of-line mark	^ n
An optional hyphen	^ _
A section mark or page break	^ d
A caret or circumflex symbol (^)	^ ^
A formula character	^ \
A footnote mark	^ 5
A graphic	^ 1

If you're not sure how a word is spelled, type *?* in place of the character(s) you're unsure of. For example, *?nsure* finds "ensure" and "insure."

White space is any number and combination of spaces, nonbreaking spaces, tab marks, end-of-line marks, paragraph marks, section marks, and manually inserted page break marks.

If you specify search text without optional hyphens, Word finds all matching text, including text containing optional hyphens. If the search text includes optional hyphens, their positions must exactly match the positions in the document text. For instance, if your search text is *type-writer*, Word finds only "type-writer;" that is, "type" optional hyphen "writer," but not "typewrit-er," nor "type-writer" when the hyphen is a normal or nonbreaking hyphen.

When the Hide ¶ command is in effect, nonbreaking spaces, tab marks, paragraph marks, end-of-line marks, and optional hyphens are not displayed. Word finds these characters by selecting the space they occupy.

If you want to find any character in the Macintosh character set, type ^*n* where *n* is the Macintosh character set decimal code number for the character. You can also use these characters as replacement text. For a list of character codes, see Appendix D, "The Macintosh Character Set."

Changing text automatically

1. Choose Change from the Utilities menu.
2. Type the text you want to change in the Find What box.

   You can use the Paste command or Command-V to paste the contents of the Clipboard to the Find What box. The Paste command removes the formatting of the text it pastes in.
3. Type the replacement text in the Change To box.

   To replace search text with the contents of the Clipboard, type ^c in the Change To box. The ^c character lets you replace text with formatted text or graphics. You can also paste unformatted text from the Clipboard into this box using the Paste command. If you want to delete the search text, leave this box empty.
4. If you want Word to search only for separate words, turn on the Whole Word option.

   If you want Word to match capitalization, turn on the Match Upper/Lowercase option.
5. Click the Change All or Change Selection button to change all occurrences of the search text.

Replacement text assumes the format of surrounding text, unless the replacement text is inserted from the Clipboard and has different formatting.

NOTE When you change many occurrences of search text, Word uses a considerable amount of memory to store the changes. To free memory, it is a good idea to save your document after making changes.

Reviewing and changing text

1. Follow steps 1–4 in the preceding procedure, "Changing text automatically."
2. Click the Start Search button to have Word find and select each occurrence of search text for review.

   Word selects the first occurrence of search text.
3. Click the Change button or the No Change button.

   Word follows your instruction, then finds the next occurrence.

Canceling a search

- You can cancel a search by clicking the Cancel button or pressing Command-. (period).

Editing while you search

1. When the text has been found, click in the document window to make it active, then edit the text.

   The Find or Change dialog box disappears.

2. Choose Find or Change again.

   The search text you used last is in the Find What text box.

3. Click the Start Search button to continue.

You can also find the next occurrence of search text by choosing the Find Again command from the Utilities menu, or by pressing Command-Option-A. To repeat the last editing action, choose the Again command from the Edit menu or press Command-A.

Finding character or paragraph formats (Full Menus)

1. Select a character with the character format(s) you want to search for, or select a paragraph with the paragraph format(s) you want to search for. To select a paragraph, double-click beside it in the selection bar.

   When searching for character formats, if you select multiple characters with different character formats, Word uses the last character of the selection as the character format for which to search.

2. Press Command-Option-R.

   Word finds and selects the next occurrence of the search format(s).

To search again for text with the same formats as your original selection, choose the Find Again command. If you press Command-Option-R again, Word will search for the formats in the current selection, which may include formats you did not search for originally.

When searching for multiple character formats, Word may not find exact matches. This is because Word sets the criterion by which it searches by examining the selection one character format at a time in the following order:

1. Any combination of character formats that you can turn on and off: Bold, Italic, Outline, Shadow, Strikethru, Small Caps, All Caps, and Hidden
2. Underline style (Single, Word, Double, and Dotted)
3. Superscript and Subscript
4. Expanded and Condensed
5. Color
6. Font

As soon as Word matches one of these character formats, it stops and uses that character format as the criterion for the search. For example, if you select text that has both bold and single underline character formats, Word searches for text formatted only as bold. This is because Word examines the selected text, sees the bold character format, and, using bold as its criterion, begins searching the document for matching character formats.

For information on	See
The Macintosh character set	Appendix D, "The Macintosh Character Set"

Font Size Commands 9, 10, 12, 14, and 18 Point

On the Font menu.

These commands change the font size of selected characters without opening the Character dialog box. You can choose a font size command before typing so that the text you type at the insertion point is in the selected size.

To change font size with a font size command, select the text you want to change, then choose the appropriate font size command. A checkmark appears in the menu beside the font size that is in effect for the selected text. No checkmark appears if the selection contains more than one font size, or if the selection contains multiple character formats.

You can add standard or customized font sizes from the Character dialog box as commands on the Font menu.

For information on	See
Formatting characters	Character Command Character Formatting
Adding font sizes to the Font menu	Menus

Fonts

Fonts are the designs of the characters you display on the screen and print. No two fonts are the same. You can distinguish between fonts by looking for such characteristics as the presence or absence of serifs, the character height, the length of ascenders and descender, and variations in the thicknesses of lines. Each font has a name by which you can select and apply it.

Some common fonts are shown below:

Helvetica
Times
Monaco
Courier
Σψμβολ (Symbol)
Geneva

Monaco and Courier are fixed-width fonts; each character, whether it is narrow, such as an "i," or wide, such as a "w," occupies the same width space. All other fonts are proportionally spaced with characters of different widths occupying different-size spaces. The Symbol font is a font of scientific and mathematical symbols.

You can see the set of characters available for many of the above fonts, and which keys insert those characters, by choosing Key Caps from the Apple menu, then choosing a font from the Key Caps menu displayed at the far right of the menu bar. The keyboard on the screen shows the character each key produces when pressed by itself, or in combination with Shift, Option, or Shift-Option.

Fonts are available in different sizes, measured in points. Each font has a set of standard font sizes. However, if you specify other font sizes, Word will scale the font to your specified size. Scaled fonts have a rougher appearance.

Certain fonts, for example, Times, Helvetica, Symbol and Courier, look better when printed on a LaserWriter.

Word directs printers to reproduce fonts and font sizes specified in a document. If you turn on the Font Substitution option in the Page Setup dialog box, the LaserWriter will substitute similar but higher-resolution fonts for those specified in a document. These substitutions are described in the LaserWriter manual.

You can move LaserWriter fonts, or other fonts you've purchased, to your Macintosh for use in Word by using the Font/DA Mover as described in your Macintosh owner's guide.

Changing a font with a menu command (Full Menus)

1. Select the text you want to change the font for.
2. Pull down the Font menu and select the font you want.
3. Pull down the Font menu and select the size you want.

If you have many fonts installed, you can scroll to see all of them.

If you want a different font size, or if you have customized the Font menu, you can change fonts and sizes by choosing Character from the Format menu.

Changing a font with a key combination (Full Menus)

1. Select the text you want to change the font for.
2. Press Command-Shift-E.

   The lower-left corner of the active window displays the word "Font." This is a text-entry area in which you type the name of a font.

3. Type enough characters of the font name to distinguish it from other fonts; one or two characters are usually sufficient.
4. Press Return or Enter.

You can cancel this procedure by pressing Command-. (period) before you press Return or Enter.

As you type, you can increase or decrease characters by one font size by pressing Command-Shift-> or Command-Shift-<, respectively.

For information on	See
Adding fonts or font sizes to the Font menu	Menus

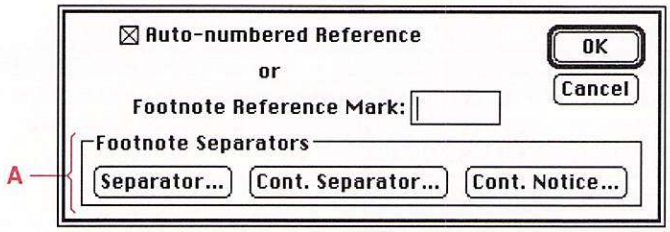
Footers

See "Headers and Footers."

Footnote Command

On the Document menu.

The Footnote command places a footnote reference mark at the insertion point or before the selection in your text and opens the footnote window so you can type footnote text. If you are using Full menus, you can also use the Footnote command to change the separators that Word places between the end of main text on a page and footnotes.



A *These options are available only if you are working with Full menus.*

Auto-numbered Reference Automatically adds a sequential reference number at the insertion point in the document and in the footnote window. This option is turned off if you type in the Footnote Reference Mark box.

Footnote Reference Mark Adds the reference mark you specify. You can enter a footnote reference mark of up to 10 characters.

Footnote Separators Displays a window in which you can change the separator Word uses between the main text and footnotes.

Click	To change
Separator	The separator between text and footnotes on a page.
Cont. Separator	The continuation separator between main text and the text of a footnote that carries over from the previous page.
Cont. Notice	A continuation notice saying footnotes carry over to the next page.

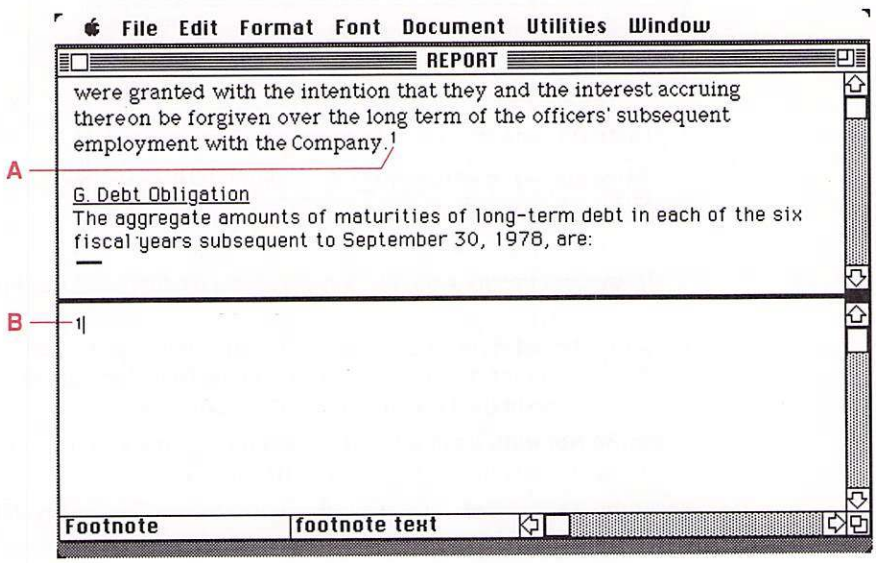
Word's initial settings are:

Separator	Default
Footnote separator	A short line (2 inches or width of column, whichever is less)
Continuing footnote separator	A margin-to-margin line
Continuation notice	None

For information on	See
Working with footnotes	Footnotes

Footnotes

When you choose the Footnote command, Word inserts a footnote reference mark at the insertion point or preceding a selection in your document. Word also opens a footnote window in which you can type the footnote text. Footnote text can be any length and can include any number of paragraphs.



A *Word inserts the footnote reference number in the text.*

B *You type the footnote here.*

Word automatically numbers footnotes in sequence, but you can specify other reference marks — for example, asterisks or daggers. Using your own reference marks does not affect the numbering of automatically numbered footnotes that follow in the document. If you add or delete an automatically numbered footnote, Word adjusts all the reference numbers that follow.

If a document you're working on is part of a longer document, you can use the Number From option under Footnotes in the Document command to set a start number. Be sure to turn off the Restart Each Section option if necessary, in order to maintain automatic footnote numbering in sequence across documents.

As you scroll through your document, the footnote window scrolls to show the footnote corresponding to the first footnote reference mark displayed in the document window.

Footnote reference marks are automatically formatted in 9-point superscript characters. Footnote text is 10-point. You can use the Define Styles command to change the "footnote reference" or "footnote text" automatic styles. When you change the footnote style using the Define Styles command, the new style is applied only to new footnotes. To apply the style to an existing footnote, you can select the footnote reference mark, choose the Footnote command and press Return.

Word prints footnotes on the same page as their footnote reference marks or collects them at the end of a section or document. For footnotes that print on the same page as their reference marks, you can choose to have them print at the bottom of the page or just beneath the last paragraph on the page.

Word prints a short line between text and footnotes. For footnotes that continue to the next page, Word prints a margin-to-margin line between the text and the remainder of the footnote. You can change either of these separators. You can also specify that Word include a continuation notice with footnotes that carry over to the next page.

Adding a footnote

1. Position the insertion point where you want the footnote reference mark.
2. Choose Footnote from the Document menu.
3. Click OK when Word proposes Auto-numbered Reference to automatically give the footnote the next sequential number.

   To create your own reference mark, type up to 10 characters in the Footnote Reference Mark box.
4. Click OK to open the footnote window at the bottom of the screen.
5. Type your footnote text at the reference mark in the footnote window.
6. Click in the document window to continue your work, or choose the Go Back command from the Utilities menu.

Adding a numbered footnote with the keyboard

1. Position the insertion point where you want the footnote reference number.
2. Press Command-E to choose the Footnote command.
3. Press Return to accept Word's default of Auto-numbered Reference.

   You do not have to wait for the dialog box to appear before pressing Return. The footnote window opens at the bottom of the screen.
4. After typing the footnote text, press zero on the numeric keypad or choose the Go Back command from the Utilities menu to return to where you were in the document window.

   After you've edited in the footnote window, you can click in the document window to return to the main document.

Editing footnote text

- Edit text in the footnote window as you would any other text.

If you accidentally delete an automatic footnote reference number, you can restore it by positioning the insertion point within the footnote text, choosing the Footnote command, and clicking OK.

Editing a footnote reference mark

You can edit a footnote reference mark to change it to another character.

1. Select the reference mark in the document window.
2. Choose Footnote and type a new reference mark.
3. Click OK.
4. Select the reference mark in the footnote window.
5. Type the new reference mark.

If you add or delete an automatically numbered footnote or its reference number, Word adjusts all the automatic reference numbers that follow.

Deleting a footnote

1. Select the reference mark in the document text.
2. Choose Cut from the Edit menu to delete the footnote. Word deletes the footnote reference mark and text from the footnote window.

   Auto-numbered footnote reference marks that follow the deleted footnote are automatically adjusted.

You cannot delete a footnote by deleting the text in the footnote window. The text will disappear, but the last paragraph mark for the footnote text can't be deleted and the footnote reference mark will remain in the document.

Opening or closing the footnote window (Full Menus)

To open the footnote window:

1. Double-click the footnote reference mark.
2. Press the Shift key while you drag the split bar down, or press Command-Option-Shift-S.

   The Footnote command opens the footnote window automatically. You can expand the footnote window by dragging the split bar upward.

To close the footnote window:

- Drag the split bar to the bottom of the window, or press Command-Option-Shift-S.

  You can double-click a footnote reference mark to open a footnote window. You also can double-click the split bar to close the window.

Controlling where footnotes print (Full Menus)

1. Choose Document from the Format menu.
2. Click the arrow for the Position option to display the footnote position and drag to set.

If you choose End of Section, Word prints footnotes at the end of the section, unless you turn off the Include Endnotes option in the Section command for that section. Word then prints the footnotes at the end of the next section that has the Include Endnotes option turned on.

If you choose End of Document, Word prints footnotes at the end of the document.

Annual Report 12.

were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officer's subsequent employment with the Company. [1]

A

[1]The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.

Annual Report 12.

were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officer's subsequent employment with the Company. [1]

B

[1]The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.

A *Bottom of Page footnote prints at bottom of page, no matter where text on page ends.*

B *Beneath Text footnote prints just beneath text.*

Editing a footnote separator (Full Menus)

1. Choose Footnote from the Document menu.
2. In the Footnote Separators box, click the separator you want to edit.

   The Footnote dialog box disappears and Word displays a window with the specified separator. The Cont. Notice window is empty until you type a continuation notice.
3. After editing the separator, click the close box for the Separator window.

You can return to the original separators by clicking the Reset button at the top of the footnote window.

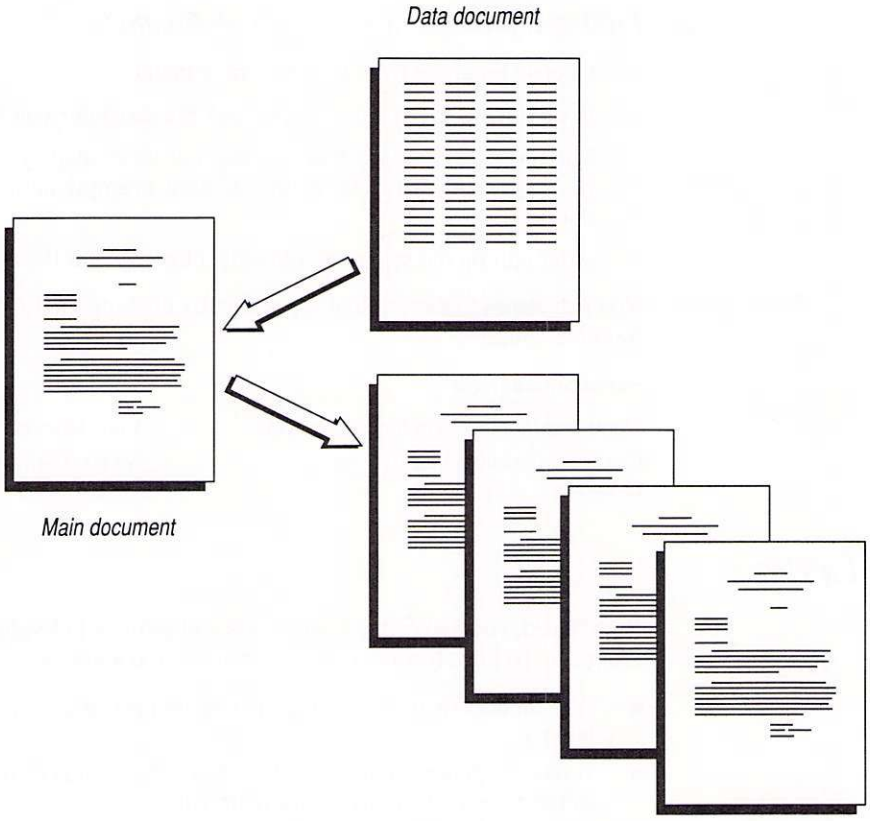
For information on	See
Numbering footnotes in long documents	Long Documents
Changing the automatic style for footnotes	Styles: Formatting the Easy Way

Form Letters

With Word, you can create form letters and print an individualized copy for each recipient. To print form letters, you create two documents:

- A main document containing the standard text that is the same in every copy of the letter.
- A data document containing the information that is different for each letter, such as the names and addresses of recipients.

The main document and data document are combined using the Print Merge command to print individualized form letters.



Multiple versions of printed document
(Form letters)

Creating a main document

In the main document, you:

- Type the standard text that will be the same in all the form letters.
- Specify the data document in which Word will find the individualized information for each copy of the form letter.
- Type field names to specify the location of the individualized information.

  The field names match the names in the data document's header record.

When you create a main document, you enter, edit, and format the standard text for form letters as you do any other text. You also use special instructions to tell Word where to find and where to insert individualized text.

The procedure for creating a main document follows. As you read through the procedure, you may find it helpful to refer to the illustrations that follow.

To create a main document:

1. Type the word *DATA* followed by the name of the data document: this is the DATA instruction. The name of the data document must be different from that of the main document.

   The DATA instruction must be the first paragraph of the main document. The form for the DATA instruction is:

   «*DATA* document name»

   Be sure to enclose the DATA instruction in the special characters « and ».

   For «, press Option-\ (backslash).

   For », press Option-Shift-\ (backslash).

   You can insert these characters using Word's default print merge entry in the Standard Glossary.

2. Type the text that will be the same for all the form letters.

3. Type field names where you want Word to insert their corresponding individualized text from the data document.

   Enclose field names in « and ».

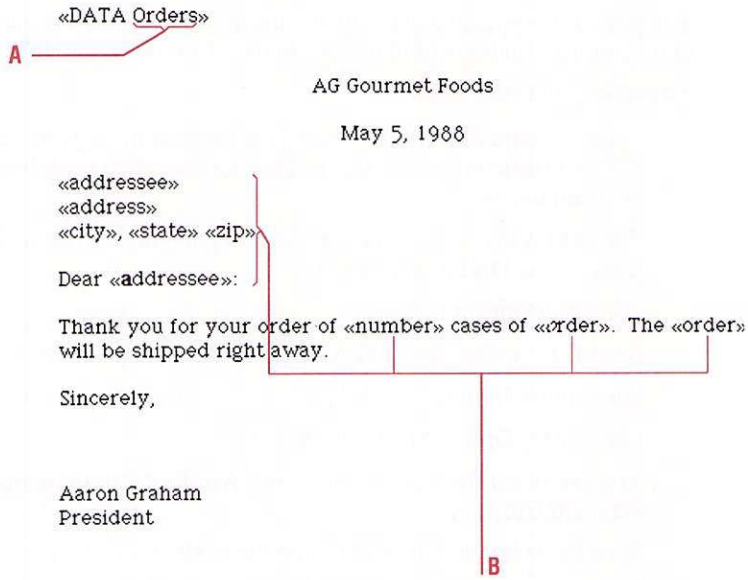
You can format the individualized text that will be inserted during printing by formatting the first character of its field name as shown in the following illustration. Notice that the "a" in the second "addressee" field name is bold; thus, Word prints the individualized text for that field name — the customer's name — in bold. The "o" in the first "order" field name is italic, so Word italicizes the name of the merchandise the customer ordered.

Field names can be up to 254 characters long. The paragraph mark can be substituted for » to end a field name.

You can use the same field name more than once in a main document to insert the same text in several locations.

You can use special instructions, as well as field names, to tell Word what kind of individualized text you want printed in form letters. For more information, see "Using special instructions," later in this topic.

NOTE Do not use commas in data document names. In a DATA instruction, commas are used to separate a header document name from the data document name. See "Using a header document" later in this section.

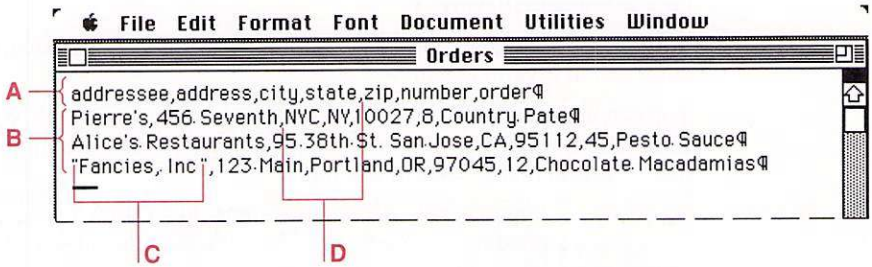


A *Name of data document*

B *Field names will be replaced with individualized text during printing.*

Creating a data document

A data document consists of a header record and data records. A header record is a list of field names that tells what kind of information is stored in the data document. Data records contain the individualized text that is merged into form letters during printing. Each data record holds the text for one version of a form letter. The individual items within a record are called fields.



A *Header record*

B *Data records*

C *Quotation marks around field that contains a comma*

D *Field names and fields are separated by commas.*

The procedure for creating a data document follows. Refer to the preceding illustrations as you read the procedure.

To create a data document:

1. Type a header record as the first paragraph of the data document. Separate field names with commas or tab marks. Press Return at the end of the header record.
2. Type the data records, separating fields with commas or tab marks, whichever you used for the header record.

   The information in the fields corresponds to the field names: the first field corresponds to the first field name, and so on. In the data document illustration, the "Pierre's" field corresponds to the "addressee" field name.

You can include up to 127 field names in a header record and list them in any order. Similarly, you can include 127 fields in a data record. If your data document has fewer than 32 fields, you may find it more convenient to use Word's table feature to create your data document as explained later in this topic. The fields in each data record must be in the same order as the field names in the header record. Word wraps lines if you use many field names and fields. This is fine as long as the header record and each data record ends with a paragraph mark.

If a field contains a comma, a tab mark, or quotation marks, the whole field must be enclosed in quotation marks. For an example, see the field for "Fancies, Inc." in the sample data document illustration. Note that if you use tables to create your data document, you can include tab marks and quotation marks within fields without having to enclose the fields in quotation marks.

When you want to include quotation marks as part of a data field, use two sets of quotation marks as shown below.

To print:

Charles "Chuck" Feeney

you would type the field as:

"Charles ""Chuck"" Feeney"

In this example, quotation marks surround the field since it contains quotation marks, and doubled quotation marks show where you want quotation marks to print.

You do not need to type text for every field of a data record. To create a blank field, type just a comma or a tab mark, whichever you use to separate the fields.
Do not use the special characters « and » in a data document, and do not put a blank line between records.

A

AG Gourmet Foods
May 5, 1988

Pierre's
456 Seventh
NYC, NY 10027

Dear **Pierre's**:

Thank you for your order of 8 cases of *Country Pate*. The Country Pate will be shipped right away.

Sincerely,

B

AG Gourmet Foods
May 5, 1988

Alice's Restaurants
95 38th St.
San Jose, CA 95112

Dear **Alice's Restaurants**:

Thank you for your order of 45 cases of *Pesto Sauce*. The Pesto Sauce will be shipped right away.

Sincerely,

C

AG Gourmet Foods
May 5, 1988

Fancies, Inc.
123 Main
Portland, OR 97405

Dear **Fancies, Inc.**:

Thank you for your order of 12 cases of *Chocolate Macadamias*. The Chocolate Macadamias will be shipped right away.

Sincerely,

Aaron Graham
President

A *Copy 1* *Note character formatting.*
B *Copy 2*
C *Copy 3* *Note comma in Fancies, Inc.*

Using Tables for Data Documents

If you use fewer than 32 fields in your data document, you may find it easier to use Word's table feature to create your data document. In a table, each row represents a record and each cell represents a field. To create a data document using a table:

1. Create a table in the dimensions necessary for your document by using the Insert Table command.

   Note that the table must be the first item in your data document — it cannot be preceded by text, paragraph marks, hidden text, etc.

2. Type the header record in the first row of the table and type each field name in a separate cell.

3. Type the data records by typing the fields in the cells under the appropriate header. To create a blank field, leave the cell blank. The text you type can wrap to the next line within the cell (field) and can contain multiple paragraphs.

Printing form letters

1. Open the main document.

   The data document need not be open, but it must be on the same disk as the main document or in the same folder if you use folders. If Word cannot locate the data document, a message will be displayed asking you to find the data document.

2. Choose Print Merge from the File menu.

   To print form letters for only some of the records in the data document, you can specify a range of records in the From and To boxes.

   To review or edit form letters after merging and before printing them, click the New Document button. Word places the merged letters into a single document titled Form Letters.

3. Click the Print button to begin printing the form letters.

If there is an error in the main or data document, Word displays an error message on the screen as you print or as it creates a Form Letters document which you can review. Where appropriate, the error message also prints or is displayed in the field that needs correction.

NOTE Word prints form letters in the same order as the records are arranged in the data document. By sorting records, you can control the order in which form letters print. For example, to print letters and mailing labels in the order of their ZIP Codes, you would sort the records by ZIP Code. For details, see "Sorting."

Canceling printing

To cancel printing:

- Press Command-. (period).

Using special instructions

Word has special instructions you can include in a main document for more precise control over the individualized text printed in form letters.

- IF and ELSE set up conditions for Word to consider before printing individualized text.
- SET lets you update information that may vary for a set of form letters from printing to printing.
- ASK prompts you for the contents of a field during the printing of each form letter.
- INCLUDE enables you to insert a document into another document at the place you specify. The documents are stored separately and merged during printing.

Enter instructions into a main document where you want data document text to appear, enclosing the instructions in the special characters « and ».

The IF and ELSE instructions

IF and ELSE are conditional instructions. Use them when you want Word to see if a field in a record matches a condition you specify. If the condition is met, Word prints the text you specify in the instruction. If the condition is not met, Word prints either no text or alternate text you specify using the ELSE instruction.

Any instruction that begins with IF must end with ENDIF.

The following information describes the IF and ELSE instructions. As you read, you will find it useful to refer to the illustrations following the explanation.

The IF instruction

There are three types of IF instructions. Each instruction establishes a different condition for a field to meet.

- Text in a field

  You can specify the text that Word prints if a field is not blank. If the field is blank, the text is not printed.

  The first IF instruction in the main document example tells Word to search data document records for entries in the "order2" field. Since only the first record in the data document meets the condition specified, only the first version of the printed form letter examples includes text for "number2" and "order2."

  The form for the IF instruction that confirms whether there is text in a field is:

  «*IF* field name»text to print«*ENDIF*»

- Matching text

  The text to be printed if the field is not blank can also contain fields.

  You can have Word see if text in a field matches text you enter in an IF instruction. The form for this type of IF instruction is:

  «*IF* field name="text to match"»text to print«*ENDIF*»

  Be sure to enclose the text to be matched in this type of IF instruction in quotation marks. You can use any of the comparison operators listed previously instead of the equal (=) sign.

Use the IF instruction to compare the value of one field name to another by enclosing the second field name in « and »; for example, «*IF* fieldname1 = "«fieldname2»"»

You can use the following comparison operators to compare text:

Use	To see if the text in the field is
=	Equal to the text to match
>	Greater than the text to match
>= (or =>)	Greater than or equal to the text to match
<	Less than the text to match
<= (or =<)	Less than or equal to the text to match
< >	Not equal to the text to match

The second IF instruction in the main document example tells Word to search records in a data document for "order" fields that have "Chocolate Macadamias" as an entry. Because the third record in the data document example meets the condition, Word prints the specified text in the third version of the sample form letters.

- Matching numbers

  You can have Word see if a number in a field matches a number you enter in an IF instruction. You can use the operators listed in "Matching text" when comparing numbers. The number entry must be a whole number.

  The third IF instruction in the main document example asks Word to see if the number in the "number" field is greater than 25. The entry in the second record meets the condition, so Word prints appropriate text in the second version of the form letter.

  The form for an IF instruction that looks for numbers in a field is:

  «*IF* field name=number»text to print«*ENDIF*»

  You can use any of the comparison operators listed previously instead of the equal (=) sign.

For information on controlling blank lines when using the IF instruction or other special instructions, see "Controlling blank lines," later in this topic.

The ELSE instruction

The third IF instruction in the illustration contains an ELSE instruction. This tells Word to print alternative text when a condition is not met. In the example, the entry in the "number" field of the first and third records is 25 or less. Word prints alternative text in the corresponding versions of the form letter.

Where an ELSE instruction is included in this type of IF instruction, the form is:

«*IF* field name=number»text to print«*ELSE*»
alternative text to print«*ENDIF*»

NOTE ELSE can be included in any of the three types of IF instructions.

«DATA Orders»

AG Gourmet Foods

May 5, 1988

«addressee»
«address»
«city», «state» «zip»

Dear «addressee»:

A

Thank you for your order of «number» cases of «order»«IF order2» and «number2» cases of «order2»«ENDIF».«IF order="Chocolate Macadamias"» We'll soon be stocking Camembert Treats, a sophisticated bite-size food for party trays. Watch for an announcement.«ENDIF»

«IF number>25»For two weeks only, we are offering our preferred customers a 20% discount on any orders for Escargot Shells over 10 cases.«ELSE»You may be eligible for preferred customer discounts. We'll be contacting you about this soon.«ENDIF»

Sincerely,

Aaron Graham
President

B C D

A *Begins IF instruction in the main document.*

B *Ends IF instruction.*

C *Text to match is enclosed in quotation marks.*

D *Signals alternative text.*

File Edit Format Font Document Utilities Window

Orders

A

addressee,address,city,state,zip,number,order,number2,order2¶
Pierre's,456 Seventh,NYC,NY,10027,8,Country Pate,2,Mixed Herbs¶
Alice's Restaurants,95 38th St.,San Jose,CA,95112,45,Pesto Sauce,,¶
"Fancies, Inc",123 Main,Portland,OR,97405,12,Chocolate Macadamias,,¶

B

A *Data document*

B *Empty field is indicated with comma.*

A

AG Gourmet Foods
May 5, 1988

Pierre's
456 Seventh
NYC, NY 10027

Dear Pierre's:

Thank you for your order of 8 cases of Country Pate and 2 cases of Mixed Herbs.

You may be eligible for preferred customer discounts. We'll be contacting you about this soon.

Sincerely,

B

AG Gourmet Foods
May 5, 1988

Alice's Restaurant
95 38th St.
San Jose, CA 95112

Dear Alice's Restaurants:

Thank you for your order of 45 cases of Pesto Sauce.

For two weeks only, we are offering our preferred customers a 20% discount on any orders for Escargot Shells over 10 cases.

Sincerely,

C

AG Gourmet Foods
May 5, 1988

Fancies, Inc.
123 Main
Portland, OR 97405

Dear Fancies, Inc.:

Thank you for your order of 12 cases of Chocolate Macadamias. We'll soon be stocking Camembert Treats, a sophisticated bite-size food for party trays. Watch for an announcement.

You may be eligible for preferred customer discounts. We'll be contacting you about this soon.

Sincerely,

Aaron Graham
President

A *Copy 1* Order2 field: additional text prints.

B *Copy 2* Order greater than 25: preferred customer offer prints.

C *Copy 3* Chocolate Macadamia order: Camembert Treats announcement prints.

Nesting IF instructions Conditional instructions may contain other conditional instructions. This is called nesting. You can nest more than one IF instruction to refine a condition. For example:

«IF order="Chocolate Macadamias"»«IF number>50»text to print«ENDIF»«ENDIF»

This instruction tells Word to see if a record has "Chocolate Macadamias" in the "order" field and a number greater than 50 in the "number" field. If these conditions are met, Word prints the specified text.

Screening records to print There are two ways to screen records in a data document and print form letters for only some of them. You can specify a range of records in the Print Merge dialog box, or you can use the IF instruction with the NEXT instruction, like this:

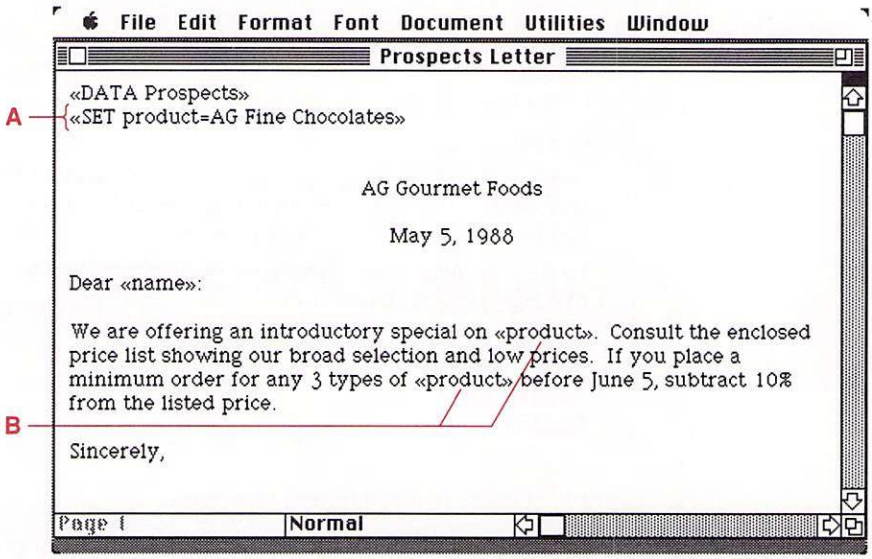
«IF number<50»«NEXT»«ENDIF»

This instruction tells Word to go to the next record if the entry in the "number" field of a record is less than 50. Type the screening instruction (IF...NEXT) as the second paragraph of the main document, just below the DATA instruction. To suppress blank pages, see "Controlling blank lines" later in this topic.

The SET instruction

You use SET to update information that varies for a set of form letters from printing to printing. When you use SET, you enter the information once at the beginning of a printing session. Word then prints this information on all versions of the form letter.

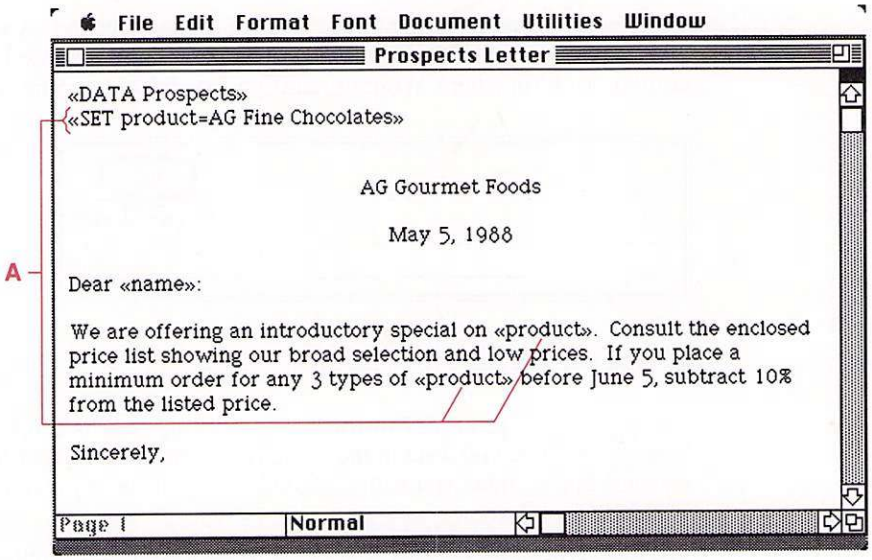
In the following illustration, SET is used to name the product for a promotional mailing. If you change the product name, you can use the same document to promote a second product. The field name in the SET instruction must not be a field name that is also used in the data document that you merge with the main document.



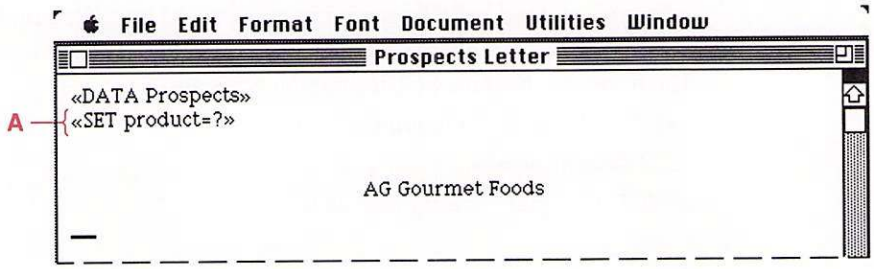
A *Use SET to enter individualized text to be entered during printing.*

B *SET instruction text will replace field name.*

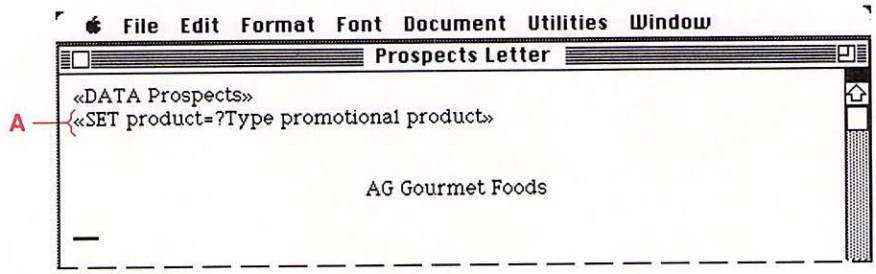
There are three types of SET instructions, as shown in the following illustrations.



A *Text set for all occurrences of «product» field name*



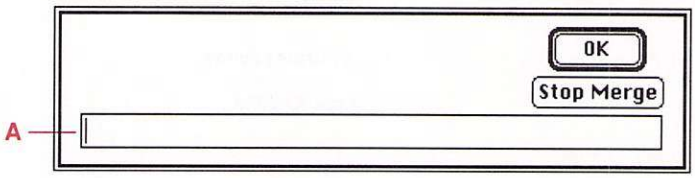
A *Word asks for product name before printing form letters.*



A *Word asks for product name, using message you specify.*

When you use the first type of SET instruction, you type specific text with the instruction in the main document, and then choose Print Merge.

When you use the second and third types of SET instructions, you don't have to edit your main document. You open the document, and then choose Print Merge. Before printing the form letters, Word prompts you to update information with a message box:



A *Type text to replace field name here.*

For the second type of SET instruction the message box is blank, as shown above. You type the text you want in the text box. For the third type of SET instruction, the message box prompts you with a message that you specify and include in the SET instruction.

The third type of SET instruction is useful when you want a reminder of the kind of text you should type. In the example above, the message is "Type promotional product." If you have more than one SET instruction in a main document, your messages help you to keep track of which field name you are supposed to type information for.

After you respond to SET instruction prompts and press Return, Word prints all form letter versions. You are asked only once to type information.

The forms for the three SET instruction types are:

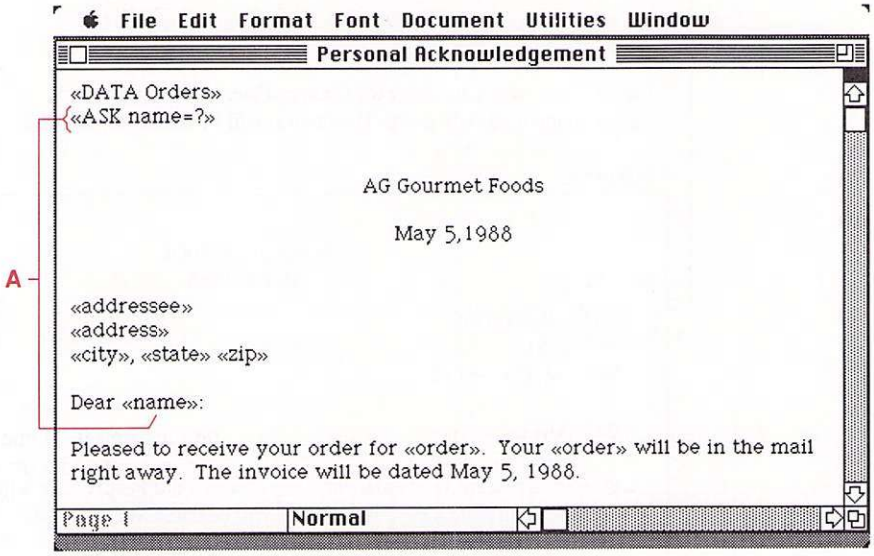
«*SET* field name=text to print»

«*SET* field name=*?*»

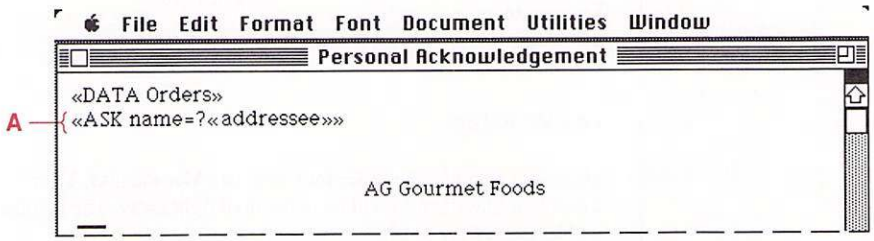
«*SET* field name=*?*specify message»

The ASK instruction

Use the ASK instruction when you want Word to ask you for information before it prints each version of a form letter. The field name in the ASK instruction must not be a field name that is also used in the data document that you merge with the main document. The following illustrations show the two types of ASK instructions.



A *Word asks for text to replace the «name» field name before printing each copy.*



A *Word uses your message to ask for a replacement for the «name» field name.*

In these examples, you are asking Word to prompt you for the name of your contact person at each company. After Word prompts you, you can type the appropriate form of the person's name for that letter. The name is printed where you've typed a corresponding field name in the main body of the text. The following illustration shows the variety of responses ASK gives you.

AG Gourmet Foods
May 5, 1988

Pierre's
456 Seventh
NYC, NY 10027

A — Dear Perry:

Pleased to receive your order for Country Pate. Your Country Pate will be in the mail right away. The invoice will be dated May 5, 1988.

Sincerely,

AG Gourmet Foods
May 5, 1988

Alice's Restaurant
95 38th St.
San Jose, CA 95112

B — Dear Alice:

Pleased to receive your order for Pesto Sauce. Your Pesto Sauce will be in the mail right away. The invoice will be dated May 5, 1988.

Sincerely,

AG Gourmet Foods
May 5, 1988

Fancies, Inc.
123 Main
Portland, OR 97405

Dear Mr. Roberts:

C — Pleased to receive your order for Chocolate Macadamias. Your Chocolate Macadamias will be in the mail right away. The invoice will be dated May 5, 1988.

Sincerely,

Aaron Graham
President

A *Copy 1* Familiar greeting

B *Copy 2* Friendly greeting

C *Copy 3* Formal greeting

When you use an ASK instruction, Word displays a message box so that you can type the text that will replace the ASK instruction field name where it appears in the document. As soon as you press Return, Word prints the form letter. This process is repeated for each version of the form letter.

With the first type of ASK instruction, Word displays a blank message box. With the second type of ASK instruction, Word asks you for information with a message you specify and include in the ASK instruction. For the sample data document above, the message would be the field for «addressee» for the version of the letter Word is waiting to print.

The second type of ASK instruction is useful when you want a reminder of the kind of text you should type. If you have more than one ASK instruction in a main document, your messages help you to keep track of which field name you are supposed to type information for. Using a field name is an especially effective use of this type of ASK instruction.

The forms for the two ASK instruction types are:

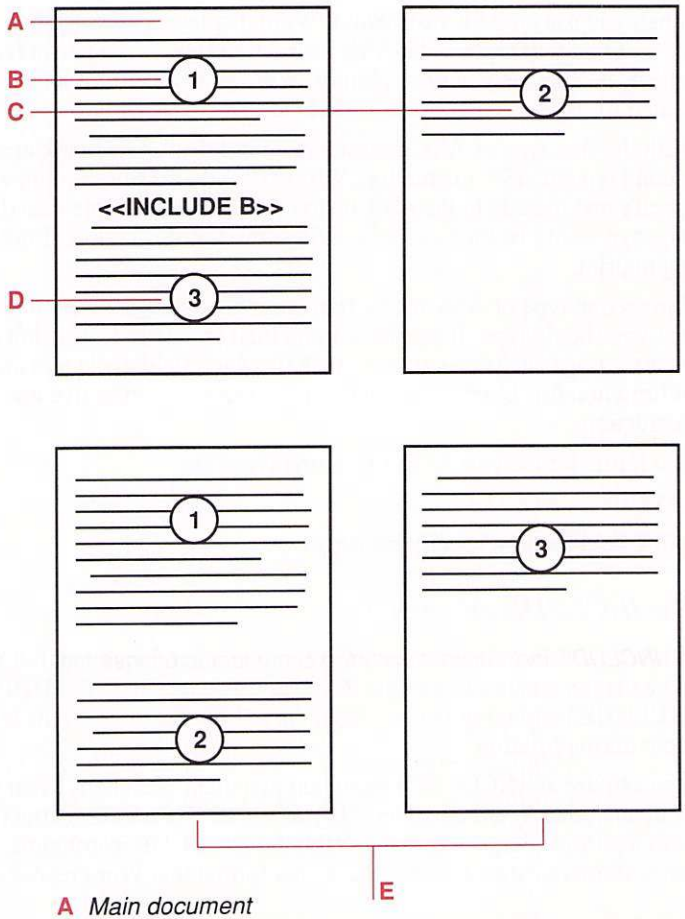
«*ASK* field name=*?*»

«*ASK* field name=*?*specify message»

The INCLUDE instruction

When you want to insert a document into another document, but you don't want to store the documents as a single document, you use the INCLUDE instruction. An INCLUDE instruction in one document tells Word to insert the text of another document during printing.

You can use an INCLUDE instruction in a main document when you print form letters, or in any other Word document. If you use an INCLUDE instruction, you must print with the Print Merge command. With the INCLUDE instruction, you can insert another Word document or any file with a format that Word recognizes.



A *Main document*

B *First, Word prints text in main document down to INCLUDE instruction.*

C *Second, Word prints the "included" document.*

D *Then, Word returns to finish printing the main document.*

E *Final printed document*

You type an INCLUDE instruction into a document where you want to insert another document.

«DATA Orders»

AG Gourmet Foods

May 5, 1988

«addressee»
«address»
«city», «state» «zip»

Dear «addressee»:

Thank you for your order of «number» cases of «order». The «order» will be shipped right away.

«IF order="Country Pate"»«INCLUDE Cordon Bleu»

«ENDIF»Sincerely,

Aaron Graham
President

A

A *INCLUDE instruction names the document to be inserted.*

File Edit Format Font Document Utilities Window

Cordon Bleu

We have recently negotiated an agreement with the Cordon Bleu trading company. Cordon Bleu will be supplying us with a broad range of imported French pates at favorable prices.

We're anxious to pass our variety and savings to you. We'll be sending our new, expanded catalog of fine French foods soon.

A

A *Word inserts the above document wherever "Cordon Bleu" appears in an INCLUDE instruction.*

NOTE In a form letter document, section options such as page number, number of columns, headers and footers, and footnotes, are usually set by the main document, unless the include document has a section break. Including a section break in the include document is not recommended because when the include document is copied into the main document, the formatting of the include document may affect the text formatting of the main document.

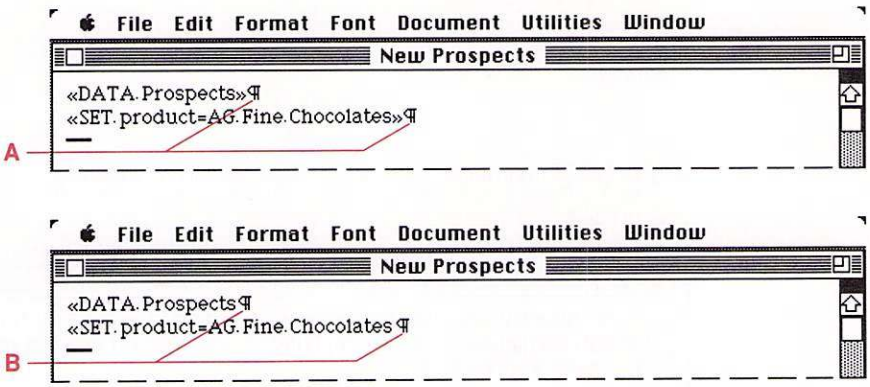
A document you name in an INCLUDE instruction can contain its own INCLUDE instructions. This is called nesting INCLUDE instructions. You can nest INCLUDE instructions in a string of up to 55 documents depending upon the number of documents you have open.

A document named in an INCLUDE instruction can contain field names and the instructions that control individualized text. An included document cannot contain a DATA instruction. You must put the DATA instruction for an included document in the main document that initiates the insertion of the included document.

Controlling blank lines

When you type instructions in a main document, you type text that appears on the screen but does not appear in a printed form letter. However, after you close an instruction and press Return to start a new paragraph, you enter a paragraph mark. Although the instruction will not print, the paragraph mark will cause Word to add a blank line.

You can suppress blank lines by closing the instruction with a paragraph mark, instead of with ». You can then go to the next line to type text without adding a blank line to your printed form letter.



A *Paragraph marks add blank line.*

B *Paragraph marks without final merge symbol let you go to next line without adding a line.*

You can also control a blank line by putting the text that follows the instruction on the same line as the instruction. For example, if you use an IF instruction that will print a separate paragraph when IF conditions are met, you need to ensure the proper number of blank lines between paragraphs, whether the specified text is printed or not. The following illustration shows how to do this.

```
«DATA.Orders»¶
¶
¶
                                AG.Gourmet.Foods¶
¶
                                  May.5,.1988¶
¶
«addressee»¶
«address»¶
«city»,.«state».«zip»¶
¶
Dear.«addressee»:¶
¶
Thank.you.for.your.order.of.«order»...The.«order».will.be.shipped.right.
away.¶
¶
«IF.order="Chocolate.Macadamias"»We.know.you.can.always.use.a.variety.of.
fine.chocolate.treats.and.have.enclosed.our."Chocolate.Choices".catalog...
Please.review.it.and.place.your.orders.soon.¶
A —¶
«ENDIF»Sincerely,¶
¶
B —¶
¶
Aaron.Graham¶
President¶
```

A *Creates blank line before "Sincerely" when text you specify with IF instruction is printed*

B *"Sincerely" on same line as ENDIF, so there are no extra blank lines when text you specify does not print.*

Using Print Merge without a data document

SET and ASK instructions, like records in a data document, provide individualized text to replace field names in a form letter. These instructions let you use Print Merge without a data document. For example, rather than using a data document as shown in the first illustration under "The SET Instruction," you can send a promotional form letter for a specific product by using just the SET and ASK instructions.

A «SET product=AG Fine Chocolates»
«ASK name=?name of product prospect»

AG Gourmet Foods

May 5, 1988

Dear «name»:

We are offering an introductory special on «product». Consult the enclosed price list showing our broad selection and low prices. If you place a minimum order for any 3 types of «product» before June 5, subtract 10% from the listed price.

Sincerely,

Aaron Graham
President

A *All individualized text is stored or entered with SET or ASK instructions.*

To create a form letter without a data document:

1. Begin a document with SET and/or ASK instructions so that you can record individualized text or be prompted to enter it.
2. Create the standard text for a form letter, entering field names where you want individualized text to appear.
3. Choose Print Merge.
4. Type text at SET or ASK instruction prompts, as appropriate.

You can also use IF and ELSE instructions without a data document. Word checks for conditions in SET and ASK fields, and then prints accordingly.

When you are using ASK and have printed the last copy, click the Stop Merge button the next time the message box appears.

Creating a data document from other programs

You can use information stored in databases to create the records for a Word data document. Most databases let you create ASCII files with fields separated by commas or tab marks, and records that end with a paragraph mark (an ASCII carriage return). This is the format Word requires.

You can create a header record for some data documents from a database, for example, documents from Microsoft File. However, most files created from a database will not include a header record. To provide header record information, you can add a header record to the data document or, as an alternative, you can include the header record in a separate document called a header document. With header information in a separate document, you can create new data documents from updated databases without having to add a header record each time.

Using a header document

A header document contains a header record, which is a list of field names followed by a paragraph mark. For example:

addressee,address,city,state,zip

Header document field names must be in the same order as the fields of all data documents that the header document will be used with. Header document field names must also have the same field separator (comma or tab).

When you use a header document, specify the header document's name in the DATA instruction before the data document name. For example, if the header information for the data document Orders is in a document called Orders Header, then the DATA instruction in the main document would be:

«DATA Orders Header,Orders»

The header document name and the data document name must be separated by a comma.

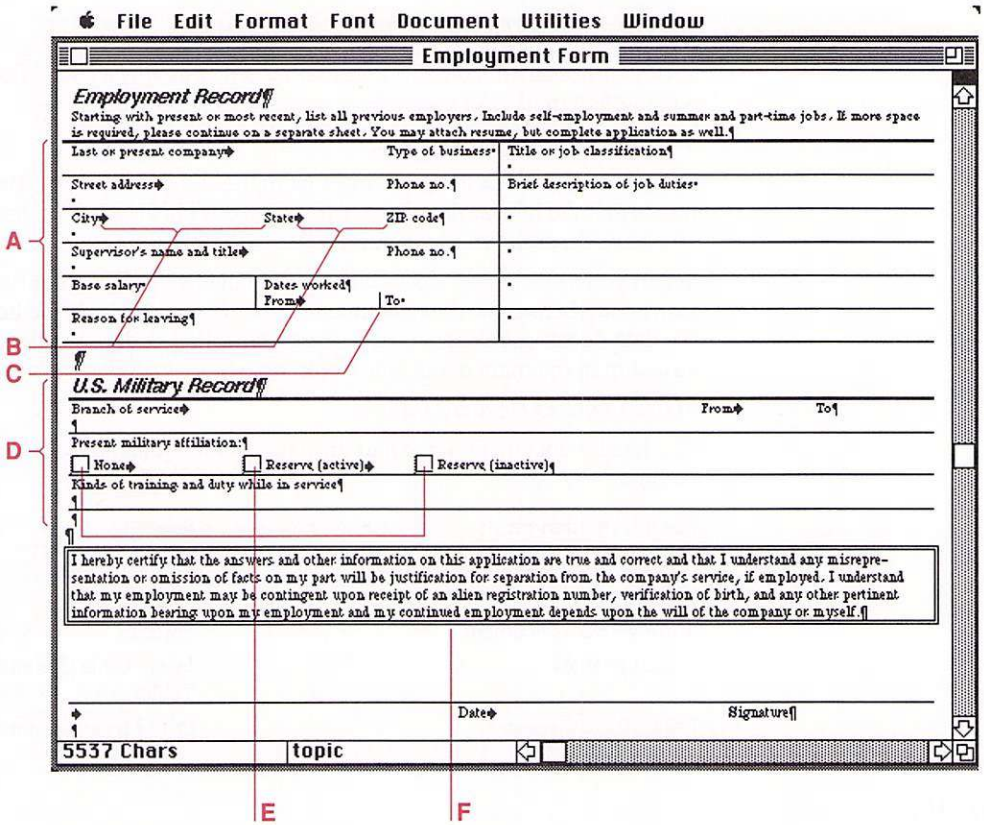
For information on	See
Using Print Merge to print mailing labels	Mailing Labels
Sorting a data document	Sorting
Creating tables	Insert Table Command Tables
Print Merge messages	Print Merge Command

Forms

Word provides a number of features you can use to create forms. Word's table features, borders options, tabs (including the vertical line icon) and graphics features were used to generate the sample form shown in the following illustration.

In addition to using these Word features, you can use columns (specified using the Section command), the Position command (to place text or graphics in a specified position), and PostScript instructions. PostScript is a programming language used to generate print on laser printers that support PostScript, such as the Apple LaserWriter. You should be familiar with using the PostScript language before using PostScript commands in your Word documents.

By combining tables, borders, tabs, and graphics elements you can generate a variety of forms using Microsoft Word commands. The following illustration and procedures show you how to use Word commands to generate the elements of forms. You can combine these elements in different ways and experiment with additional techniques to create your own unique forms.



A *Use table cells borders to create a grid.*

B *Use tabs to position text.*

C *Use the vertical line icon on the ruler to separate elements within a cell.*

D *Use paragraph borders to separate parts of the form or to create blanks to be filled in.*

E *Use the Insert Graphics command to create check boxes.*

F *Use paragraph borders to enclose text in a box.*

Before you add borders, it is a good idea to visualize or sketch the completed form and then plan how you will specify the borders for all the elements on the page so that all the borders fit together to achieve the desired look. In this way, you might avoid having to rework sections of the form if borders overlap or if a border is missing between two elements. For example, if you add borders above some paragraphs and below others, you may have double borders between two particular paragraphs and no border between two other paragraphs.

Adding horizontal or vertical lines (Full Menus)

By using the Borders option in either the Paragraph dialog box or the Cells dialog box, you can add horizontal borders above, below, or between paragraphs or cells, and you can add vertical lines to the left or right of paragraphs and cells and between cells.

To add horizontal or vertical lines to paragraphs of text or cells of a table:

1. Select the paragraphs or cells that you want to add a border to.
2. Choose Paragraph from the Format menu, if you selected paragraphs.

   Choose Cells from the Format menu, if you selected table cells.
3. Click the Borders button to display the Borders dialog box.
4. If you selected cells, click either Selected Cells As Block or Every Cell In Selection. The border will always be printed on the cell boundary.
5. Choose the style of line you want (single, thick, double, dotted, or hairline).

   Hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line by printers other than PostScript laser printers.
6. If you selected paragraphs, you can specify spacing to be added between the paragraph contents and the border by typing a measurement in the Spacing text box.

   Word automatically adds two points of space between the paragraph contents and the border. The measurement you type is added to the two points of space normally used.
7. In the border box (the center portion of the dialog box that shows a representative drawing of paragraphs or cells), click between the border guides in the position where you want to add the border. (Border guides are dotted lines at the intersections of the vertical and horizontal borders that mark the points between which borders are drawn.)

   To add a border between the selected paragraphs or cells, click the center horizontal border guide.
8. To add another border to the same paragraphs or cells, repeat steps 5 through 7.
9. Click OK to close the Borders dialog box.
10. Click OK to return to your document and apply the borders, or click Apply to apply the borders without closing the Paragraph or Cells dialog box.

Deleting horizontal or vertical lines (Full Menus)

1. Select the paragraph(s) or cell(s) whose borders you want to remove.
2. Choose Paragraph from the Format menu, if you selected paragraphs.

   Choose Cells from the Format menu, if you selected table cells.
3. Click the Borders button to display the Borders dialog box.
4. Select the line style of the border you want to delete.

   To determine the line style of a border, hold down the Option key and click the border in the border box. Word selects the border style.
5. Click the border you want to delete.

   The border is turned off. If the selected border style is not the same as the border you tried to delete, the border style is changed; click the border a second time to delete it.

If you select paragraphs or cells with different borders, no borders are shown in the border box. To delete a border for all selected paragraphs or cells, click between the border guides to turn on the border, and then click the same border again to turn it off.

6. Click OK to close the Borders dialog box.
7. Click OK to return to your document and apply the borders, or click Apply to apply the borders without closing the Paragraph or Cells dialog box.

Adding vertical lines with the ruler (Full Menus)

In some cases, you may want to separate parts of your text by adding a vertical line within a paragraph, as was done in the "Employment Record" section of the first illustration in this topic to separate the Dates Worked "From" and "To" blanks.

To add a vertical line in a paragraph:

1. Select the paragraphs you want to add vertical lines to.

   The paragraphs can be empty or they can contain text.
2. If necessary, choose Show Ruler from the Format menu.
3. Click the vertical line icon.
4. Click on the ruler where you want each vertical line.
5. Set a tab stop to the right of the vertical line if you want to type text to the right of the line (as for a table).

- To move a line, drag its line marker on the ruler.
- To delete a vertical line, drag its line marker down off the ruler.

Adding a check box (Full Menus)

To add a small check box in a paragraph or cell:

1. Position the insertion point where you want to place the check box.
2. Choose the Insert Graphics command from the Document menu.

   Word inserts a large empty graphics frame. Choose Show ¶ from the Edit menu to see the outline of the graphics frame.
3. Click inside the graphics frame to select it.

   Word displays black squares (handles) in the lower-right corner and on the right and bottom sides of the graphics frame. You use these handles to size the graphics frame.
4. Drag the handle in the lower-right corner toward the center of the frame until the frame is the size you want your check box to be.

   Sizing the frame with the corner handle ensures that the frame remains a square. If you want a rectangular box, drag one of the handles on the sides of the graphics frame.
5. With the graphics frame still selected, choose the Outline character format from the Format menu.

To insert the same size check box in another location, drag across the original check box to select it, and then use the Copy and Paste commands to duplicate the check box.

Use the Superscript and Subscript character formats for the text that follows the check box if the text does not correctly align vertically with the check box.

Adding boxes around paragraphs or cells (Full Menus)

To add boxes around a single paragraph, multiple paragraphs, a single cell, or a block of cells:

1. Select the paragraph(s) or cell(s) that you want to enclose in a box.
2. Choose Paragraph from the Format menu, if you selected paragraphs.

   Choose Cells from the Format menu, if you selected table cells.
3. Click the Borders button to display the Borders dialog box.
4. If you selected cells, under Apply To click either Selected Cells As Block to enclose the entire selection in a box or click Every Cell In Selection to enclose each cell in a box.
5. Choose the style of line you want (single, thick, double, dotted, or hairline).

   Hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line by printers other than PostScript laser printers.
6. If you selected paragraphs, you can specify spacing to be added between the paragraph contents and the box by typing a measurement in the Spacing text box.

   Word automatically adds two points of space between the paragraph contents and the border. The measurement you type is added to the two points of space normally used.

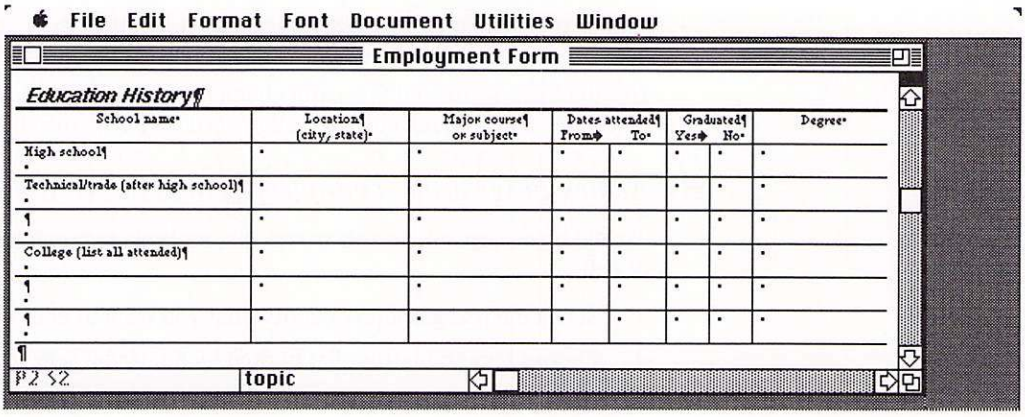
   For cells, the box is always printed on the cell boundary.
7. Double-click in the border box (the center portion of the dialog box that shows a representative drawing of paragraphs or cells) outside of the border guides to add a plain box. (Border guides are dotted lines at the intersections of the vertical and horizontal borders that mark the points between which borders are drawn.)

   If you selected paragraphs, click the Shadow Box option to add a box with a shadow on the bottom and right side of the box.
8. Click OK to close the Borders dialog box.
9. Click OK to return to your document and apply the borders, or click Apply to apply the borders without closing the Paragraph or Cells dialog box.

To change the line style of a box, click a different line style in the Borders dialog box.

Creating a Multiple-Column Grid (Full Menus)

You can create a form containing a grid (multiple columns and rows) similar to the following one using Word's table features and paragraph formatting features.



Creating an empty grid

1. Position the insertion point where you want to insert the grid.
2. Choose the Insert Table command from the Document menu.
3. Type the number of columns and rows you want to include in the grid.

   You can add or remove columns and rows later if you want.
4. Word proposes a column width based on the width of the section.

   You can use the proposed column width or type a new one. All columns in the table will have this width. You can change the width of individual cells or columns by using the Table command on the Edit menu or the ruler, as described later in this topic.
5. Click OK.

   To see where each cell is located, choose Show ¶ from the Edit menu.

   To see the gridlines between the cells, choose Preferences on the Edit menu and turn on Show Table Gridlines.

Entering text in the empty grid

To enter text in the table cells:

1. Position the insertion point in the first cell.
2. Type the text you want to appear in the first cell.
3. Press Tab to move to the next cell.

   Press Shift-Tab to move to the previous cell, press 2 on the keypad to move down one row, or press 8 on the keypad to move up one row.
4. Repeat steps 2 and 3 until you have entered all your text. Type all the text you want in each cell, even if the text does not fit in the width of the cell. Word automatically wraps the text to a new line in the same cell. Later you can adjust cell widths and the number of cells in a row.

Changing the width of cells or columns

After entering text in your table, you may want to adjust the width of a cell or an entire column. To change the width of a cell or column:

1. Select the cell(s) or column(s) whose width you want to change.

   To adjust the width of a column, select the entire column.

2. Choose Show Ruler from the Format menu, if necessary.
3. Click the ruler scale icon to display column markers. (Column markers appear as Ts below the ruler scale.)
4. Drag the column marker for the column you want to change to the desired position.

   Notice that the column markers to the right of the marker you are dragging also move. If you want to adjust the width of a single column without changing the other column positions, hold down the Shift key and drag the column marker.

Adding a multiple-column heading

To add a table heading that spans more than one column:

1. Position the insertion point in the top row of the table, and then insert an additional row of cells using the Table command on the Edit menu.
2. Select the cells in the row in which you want a header printed.
3. Choose the Table command from the Edit menu.
4. Click the Merge Cells button to join the selected cells into one large cell.

   If there was text in the selected cells, Word places the text from each cell into a separate paragraph within the merged cell.

Adding final formatting

Use Word's paragraph formats to format the text in each cell to appear as you want. You can use any paragraph format, such as tabs, indents, borders, text alignment, and spacing, to format the text in each cell. You can also type multiple paragraphs in each cell.

If you want to draw lines between the cells in the grid, use the instructions given earlier in this section for adding horizontal or vertical lines.

For information on	See
Using the ruler	Show Ruler/Hide Ruler Command
Inserting and sizing graphics frames	Graphics
Adding borders	Borders
Creating and formatting tables	Tables Table Command Cells Command

Formulas

With Microsoft Word you can create simple or complex formulas. You can type simple formulas (such as $E = mc^2$) using the standard keyboard characters and Word's standard character formats (such as superscript). More complex formulas, such as:

$$\sqrt{b^2 - 4ac}$$

require that you enter special typesetting commands. A formula glossary also is included with Word. For details on using this glossary, see the document "Using the Formula Glossary" in the Formula Glossary folder provided on the Word disks.

Instructions for typing and displaying the typesetting commands are presented first, followed by descriptions of each of the commands. Following the command descriptions is additional information on how to build formulas (including nested formulas), hints for creating formulas, and more example formulas.

Once you've inserted a formula, you can use the Copy As Picture keyboard command (Command-Option-D) to copy the formula as a graphic to the Clipboard. Before copying the formula be sure Show ¶ is on.

NOTE For Word to display the symbols specified by the typesetting commands, the Symbol font must be installed in the System with which you start your computer. Use the Font/DA Mover to install the Symbol font in your startup System. For more information on using the Font/DA Mover, see your Apple Macintosh manual.

Typing Formulas

When creating formulas, you type the text of the formula as you would any text in Word. To use complex elements (such as brackets, radical symbols, or summation symbols) you enter special typesetting commands.

The typesetting commands consist of the formula character (.\), which is created by pressing Command-Option-\ (backslash), a one-letter command specifying the needed element (such as *R* for a radical √ symbol), and sometimes also options or arguments.

If the command has options (such as alignment or spacing options), you also precede each option with the formula character (.\).

Some commands also require arguments; these are the characters that will be printed according to the typesetting command preceding them. The arguments can be numbers, letters, keycap symbols, symbols created by special key combinations, or even other formulas. Thus, formulas can be embedded within formulas (nested). The list of arguments is always enclosed in parentheses, and the arguments in the list are separated with commas.

The following is the format for entering typesetting commands:

.\ *command*.\ *option* (*argument*,*argument*)

Typing a complex formula using typesetting commands (Full Menus)

The procedure for entering a complex formula using typesetting commands follows. Detailed descriptions of the typesetting commands are provided later in this topic.

1. Choose Show ¶ from the Edit menu, if necessary.
2. Press Command-Option-\ (backslash) to enter the formula character.

3. Enter the one-letter typesetting command that corresponds to the element you want to create. (Refer to the detailed typesetting command descriptions later in this topic.)
4. If you need to enter options, enter (Command-Option-\) before each option; then type the option characters and any measurements required.
5. Type the arguments, enclosing the list of arguments in parentheses and separating the arguments with commas.
6. To view the formula in its final (printed) form, choose Hide ¶ from the Edit menu.

Displaying Formulas

You can alternately view the formula with its typesetting commands or in its final (printed) form by choosing the Show ¶/ Hide ¶ command. When you choose Show ¶, Word displays the formula as you typed it with the typesetting commands. When you choose Hide ¶, Word displays the formula in its printed form. You can quickly switch between Hide ¶ and Show ¶ by pressing Command-Y.

If Word does not display the formula in its printed form, check the typesetting commands for errors, such as typing mistakes, mismatched parentheses, or missing arguments. Also, the printed form of the formula must fit within the width of the paragraph. If the formula is wider than the paragraph width, the formula cannot be printed or displayed in its final form. If this is the case, try moving the paragraph indents or changing the document margins to increase the width of the print area, or break the formula into two or more parts and type each part on a separate line.

Formula Typesetting Commands

Descriptions of Word's formula typesetting commands follow.

For commands that let you specify vertical and horizontal positioning in points, enter measurements in integers (shown as *n*). For example, to specify horizontal spacing of 10 points, type *10* following the command characters. Optional characters (shown as *c*) must be preceded by the formula character (.\), which you enter by pressing Command-Option-\ (backslash).

NOTE Even though the commands and examples are shown as uppercase characters, you can type them in uppercase or lowercase.

.\ A (Array)

Draws a two-dimensional array using any number of arguments. In a multi-column array, arguments are displayed in order by rows. The options are shown in the following table.

Option	Description
.\AL	Aligns left within columns
.\AR	Aligns right within columns
.\AC	Centers within columns
.\CO*n*	Sets the number of columns to *n*. The default is one.
.\VS*n*	Sets the vertical spacing between lines to *n* points
.\HS*n*	Sets the horizontal spacing between columns to *n* points

For example, to draw the following array:

1 2
3 4
5 6
7 8

type the following: *.\A.\CO2.\HS4(1,2,3,4,5,6,7,8)*

.\ B (Bracket)

Brackets an argument with the character (*c*) you specify in a size appropriate to that argument. If you do not specify a bracketing character, parentheses are printed around the argument. The options are:

Option	Description
.\LC.*c*	Puts character *c* on the left side of the argument
.\RC.*c*	Puts character *c* on the right side of the argument
.\BC.*c*	Puts character *c* on both sides of the argument

If the character you specify with BC is {, [, (, or <, Word uses that character on the left of the argument, and the corresponding closing character on the right. If you specify any other character, Word uses that character on both sides.

For example, to create the following:

$$\left.\begin{matrix}3\\5\\7\\11\end{matrix}\right\}$$

type the following: *.\B.\RC.\}(.\A.\HS10(3,5,7,11))*

.\ D (Displace)

Moves the next character horizontally relative to the previous character and/or draws a horizontal line between the previous character and the next character. The options are:

Option	Description
.\FO*n*	Spaces forward *n* points
.\BA*n*	Spaces backward *n* points
.\LI	Draws a line from the end of the previous character to the beginning of the next

This command does not use arguments, but you must enter empty parentheses ( ) following it.

For example, to create the following:

$$\left.\begin{array}{l}3\\5\\7\\11\end{array}\right\}\ \text{samples of prime numbers}$$

type the following Bracket command: *.\B.\RC.\}(.\A.\HS10(3,5,7,11))*

followed by the Displace command: *.\D.\FO15( )samples of prime numbers*

The entire command looks like this:

.\B.\RC.\}(.\A.\HS10(3,5,7,11)).\D.\FO15( )samples of prime numbers

.\ F (Fraction)

Creates a fraction with the numerator centered above the division line and the denominator centered below. This command uses two arguments in the following order:

(*numerator*, *denominator*)

The arguments can consist of numbers, letters, symbols, or other formulas.
For example, to create the following fraction:

$$\frac{99}{100}$$

type the following: *.\F(99,100)*

.\ I (Integral)

Creates an integral, using three arguments in the following order:

(*lowerlimit*, *upperlimit*, *integrand*)

The options are:

Option	Description
.\SU	Creates a capital sigma (Σ), signifying a summation
.\PR	Creates a capital pi (∏), signifying a product
.\IN	Specifies inline format with the limits displayed to the right of the symbol instead of above and below
.\FC.\ *c*	Uses a fixed-height character (*c*) as the operator
.\VC.\ *c*	Uses a variable-height character (*c*) as the operator, matching the height of the integrand (third argument)

To create the following integral:

$$\sum_{i=0}^{m} i$$

type the following: *.\I.\SU(i = 0,m,i)*

.\ L (List)

Creates a list of values (arguments) separated by commas. You can specify any number of arguments. To print a comma within a formula without using the List command, you have to insert the formula character .\ before each comma to be printed. The List command enables you to print a list of values separated by commas within a formula without repeating the .\ character before each comma. For example, to create the following:

$$\frac{2,3,3,9,25}{5,6,8,42}$$

you could insert the .\ character before each comma (except the comma separating the insert arguments): .\F(2.\,3.\,3.\,9.\,25,5.\,6.\,8.\,42)

or you could use the .\L command: .\F(.\L(2,3,3,9,25),.\L(5,6,8,42))

.\ O (Overstrike)

Draws each successive argument on top of the previous one. You can use any number of arguments. When using overstrike, visualize each character being printed inside a box that is proportional to the character's width, similar to this:

m i n e

The following options control the alignment of these boxes:

Option	Description
.\AL	Aligns the left edges of the boxes.
.\AR	Aligns the right edges of the boxes.
.\AC	Centers the boxes. This is the default.

For example, to create Ø you type: *.\O(0,/)*

NOTE Individual fonts align differently. To achieve the result you want, you may need to experiment with different fonts or different alignment options.

.\ R (Radical)

Draws a radical, using one or two arguments. If you specify only one argument, Word draws the argument inside the radical, forming a square root. If you specify two arguments, the first argument (the exponent) is drawn above the radical and the second argument is drawn inside.

For example, to create the following radical:

$$\sqrt[10]{25}$$

type the following: *.\R(10,25)*

.\ S (Superscript or subscript)

Positions arguments above or below the current baseline. If no options are specified, Word raises the argument 3 points above the current baseline. The options are:

Option	Description
.\UP*n*	Draws the argument *n* points above the baseline
.\DO*n*	Draws the argument *n* points below the baseline
.\AI*n*	Alters the space allowed above the baseline of the argument (ascender increment) *n* points; a positive number (*n*) increases the space allowed (increases the height of the bounding box of the argument) and a negative number decreases the space allowed.
.\DI*n*	Alters the space allowed below the baseline of the argument (descender increment) *n* points; a positive number (*n*) increases the space allowed below the baseline of the argument and a negative number decreases the space allowed below the baseline of the argument.

If you specify more than one argument, Word stacks and aligns them left as shown:

$$a^{n}_{m}$$

The command to create the preceding formula is: a.\S(n,m)

.\ X (Box)

Encloses the argument in a box. The options are:

Option	Description
.\BO	Draws the bottom border of the enclosing box
.\LE	Draws the left border of the enclosing box
.\RI	Draws the right border of the enclosing box
.\TO	Draws the top border of the enclosing box

If you do not specify any options, Word draws all sides of the box.

For example, to draw the following:

$$\left|-290\right|$$

type the following: *.\X.\LE.\RI(–290)*

Building Complex Formulas

You create a complex formula part by part. Following is an example of a complex formula.

$$x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Creating complex formulas

To create this formula:

1. Type the standard formatted characters using normal fonts and subscript.

   $x_{1,2} =$

2. Type the formula character (Command-Option-\) followed by the fraction command (F).

   $x_{1,2} = .\backslash F$

3. Type a left parenthesis followed by the argument for the numerator of the fraction.

   To enter the ± sign, choose the Symbol font from the Font menu and press Option-Shift-+.

   Use the .\R command to draw the radical symbol.

   Remember to enclose the argument to the .\R command within parentheses. This is called a nested command.

   $x_{1,2} = .\backslash F(-b \pm .\backslash R(b^2-4ac)$

4. Type a comma, type the argument for the denominator, and close the parentheses.

   $x_{1,2} = .\backslash F(-b \pm .\backslash R(b^2-4ac),2a)$

Hints for Creating Formulas

Do not edit, copy, or cut a formula when viewing it in final form. Although it may appear that you can select the formula or parts of the formula in final form, you cannot be certain which characters of the formula are selected. To ensure that you edit, copy, or cut the correct characters, choose the Show ¶ command and edit or select the formula with the typesetting commands showing.

If you want to print a comma or a single, "unbalanced," parenthesis as part of an argument, precede it with the formula character.

To print a list of items separated by commas as part of an argument, you can use the List command to avoid repeated use of the formula character.

A complex element can be nested within another complex element; however, Word cannot print or display formulas with more than 40 levels of nested elements.

The printed form of the formula must fit within the width of the paragraph and on one line, although the formula description can be any length. If the formula is wider than the paragraph width, the formula cannot be printed or displayed in its final form. If this happens, move the paragraph indents or change the document margins to increase the width of the print area, or break the formula into two or more parts and type each part on a separate line.

More Formula Examples

The following examples illustrate complex formulas and the commands you type to produce them.

To create the formula:	Type the command:
$\sum_{i=0}^{n^2} \sqrt{i}$	*.\I.\SU(i = 0,n.\S(2),.\R(i))*
$\begin{bmatrix} 1 & 4 & 7 \\ 2 & 5 & 8 \\ 3 & 6 & 9 \end{bmatrix} \times \frac{1}{2}$	*.\B.\BC.\[(.\A.\CO3(1 ,4 ,7 ,2 ,5 ,8 ,3 ,6 ,9)) x .\F(1,2)*
$\sum_{i=1}^{m} i \sum_{j=1}^{n} (\sin xi + \cos xj)$	*.\I.\SU(i = 1,m,i) .\I.\SU(j = 1,n,(sin xi + cos xj))*
$\begin{vmatrix} x & 2 & 3 \\ 4 & y & 6 \\ 7 & 8 & z \end{vmatrix}$	*\B.\BC.\/(.\A.\CO3.\HS10(x,2,3,4,y, 6,7,8,z))*
large, larger, largest tall, taller, tallest small, smaller, smallest	*.\X(.\A.\VS6(.\L(large, larger, largest),.\L(tall, taller, tallest),.\L(small, smaller, smallest)))*

For information on	See
Installing the Symbol font	Printing Documents *Apple Macintosh Owner's Manual*
Specifying measurements	Measures

Full Menus/Short Menus Command

On the Edit menu.

The Full Menus/Short Menus command switches between Short and Full menu display. Short menus show the commands and dialog box options you use most often for most common word processing tasks. Use Full menus when you also want access to the commands in the following table.

Menu	Commands
File	Delete Open Mail Send Mail
Edit	Table Glossary Paste Link Update Link Preferences Commands
Format	Character Paragraph Section Cells Position Styles Define Styles Plain For Style
Document	Open First Header Open First Footer Open Even Header Open Even Footer Open Odd Header Open Odd Footer Outlining Insert Graphics Insert Table Insert Index Entry Insert TOC Entry
Utilities	Go Back Hyphenate Index Table of Contents Word Count Calculate Renumber Sort
Window	New Window

You'll also need to work with Full menus to use the following features:

- Additional kinds of tab stops and spacing options on the ruler
- Split windows
- Mouse shortcuts for moving text, copying text, or formatting
- Additional key combination shortcuts

With Short menus, options are limited for the following commands:

- Save As
- Document
- Footnote
- Open Header/Open Footer

The first time you start Word, it displays Short menus. If you change to Full menus, Word remembers and displays Full menus the next time you start Word.

For information on	See
Menus	Menus
Choosing commands	Commands Topic for specific command
Assigning commands to menus and key combinations	Commands Command Menus

Galley View

Galley proofs, or galleys, are the continuous streams of typeset text that are printed by commercial typesetting machines. Galleys are used to proofread final copy before the text is broken into pages and arranged according to the chosen page design.

When you display a Word document in galley view, the main body of your text appears in a continuous stream of paragraphs without some of the features that will appear when you print your document. If your text is formatted in multiple columns, the text is displayed in one column at the left side of the page, and page numbers, headers, footers, and footnotes are not visible. You can, however, see tables, and character and paragraph formatting.

You can type and edit more quickly in galley view because the display is simplified. It may help you understand galley view if you contrast it with Word's alternative views: page view, print preview, and outline view.

When you open a document or create a new document, Word normally displays the document in galley view. If you want to open new and existing documents in page view, choose Preferences from the Edit menu and turn on the Open Documents in Page View option.

For information on	See
Viewing and editing the printed version of a document	Page View Command
Viewing whole pages of the printed version of the document	Print Preview Command
Viewing an outline of the document	Outline View
Displaying different views of the document in a split window	Windows

Glossaries

A glossary stores frequently used text or graphics so that you can quickly insert them into your document without having to retype text or repaste.

For example, you might use a glossary to store names of organizations, frequently used mailing addresses, long proper names, copyright notices, unusually formatted text, or a company logo, especially if the logo has graphic elements.

Each piece of text stored in a glossary is called a glossary entry. You give each entry a unique name, usually a descriptive abbreviation that you can easily recall when you want to insert the entry into your document.

Word comes with a default Standard Glossary. Word uses its Standard Glossary each time you work with a glossary, unless you specify otherwise. The default Standard Glossary includes "time" and "date" entries that insert the current time and date into your document and the special characters « and » used when entering print merge instructions. If you save your frequently used glossary entries in the Standard Glossary, they will be immediately available when you want to insert them.

You can create your own glossaries to store text that you use with certain groups of documents. For example, you might create a glossary to store text that you use frequently in letters, and another glossary to store long or specialized terms. You can also merge glossaries so that a variety of entries are available for a document.

You can open other glossaries or merge glossaries with the Standard Glossary. In subsequent sessions Word will use the Standard Glossary for any glossary activities. You can open other glossary files from previous sessions using the Open command.

If you make any changes to a glossary, Word prompts you to save the changes when you quit the session. Each new glossary is saved in a separate file.

You may also find it convenient to add frequently used glossary entries to the Work menu. (For more information on the Work menu, see "Menus.")

Creating a glossary entry (Full Menus)

1. Select the text or graphic you want as the glossary entry.
2. Choose Glossary from the Edit menu.

   New is selected in the list box.
3. In the Name text box, type a name for the glossary entry.
4. Click the Define button to store the text or graphic as a glossary entry.

   The entry text is displayed at the bottom of the dialog box. If the text is too long to fit the space, the beginning of the text is shown, followed by an ellipsis (...). If the entry is a graphic, a small box is displayed at the bottom of the dialog box.

If you choose the Paste command with the Glossary dialog box showing, Word pastes the contents of the Clipboard to the glossary entry.

Using time and date glossary entries (Full Menus)

Word has two types of time and date glossary entries. Static entries show the time or date that the entry is inserted into the document. These entries do not change. Dynamic

entries update automatically to show the time or date of printing. In the Standard Glossary, static entries include "now" in the entry name and dynamic entries include "print" in the name. The entries are provided in several formats.

To insert a time or date glossary entry into your document, use the following procedure.

Inserting a glossary entry into a document (Full Menus)

1. Position the insertion point where you want the glossary entry to appear, or select the text or graphic you want to replace.
2. Choose Glossary from the Edit menu.
3. In the list box, select the glossary entry you want to insert.
4. Click the Insert button.

If you choose Copy with the Glossary dialog box open, Word copies the contents of the selected glossary entry to the Clipboard.

Inserting a glossary entry with the keyboard (Full Menus)

1. Position the insertion point where you want the glossary entry to appear.
2. Press Command-Backspace or Command-Delete.

   The lower-left corner of the active window displays the word "Name." This is a text-entry area in which you type the name of the glossary entry.
3. Type the full name of the glossary entry or its unique abbreviation.
4. Press Return to insert the glossary entry into your document.

You can cancel this procedure by pressing Command-. (period) before pressing Return. You can undo the entry by choosing Undo as the first command after inserting the glossary entry.

Displaying a glossary entry (Full Menus)

- After choosing Glossary, select the name of the glossary entry you want to see from the list box.

  The entry text shows at the bottom of the dialog box. A graphic is represented by a small box. If the text is too long to fit in the dialog box, you can view all the text by inserting it into your document. Use Undo to remove the text.

Changing a glossary entry (Full Menus)

1. In a document, select the text or graphic that will replace the existing entry text.
2. Choose Glossary from the Edit menu.
3. In the list box, select the name of the entry you want to replace.

   The existing text for the entry shows at the bottom of the dialog box.
4. Click the Define button.

   The text or graphic selected in the document replaces the existing entry and shows at the bottom of the box.

Renaming a glossary entry (Full Menus)

1. Choose Glossary from the Edit menu.
2. In the list box, select the name of the glossary entry you want to rename.
3. Type the new glossary entry name in the Name text box.
4. Click the Define button.

Deleting a glossary entry (Full Menus)

1. Choose Glossary from the Edit menu.
2. In the list box, select the glossary entry you want to delete.
3. Choose Cut from the Edit menu.

   Word asks you to confirm that you want to delete the glossary entry. The deleted entry is stored on the Clipboard.

Closing the Glossary dialog box (Full Menus)

- Click the Cancel button, or click in the document window.

NOTE Clicking the Cancel button does not discard the entry you've defined, or delete glossary entries that you have inserted into your document.

Creating your own glossary (Full Menus)

1. Choose Glossary from the Edit menu.
2. Choose New from the File menu and click Yes to clear all entries from the list box except Word's default standard glossary entries.
3. Create as many glossary entries as you like.
4. Choose Save As from the File menu.
5. Type a name for the glossary in the Save Current Glossary As box.
6. Click the Save button.

Saving a glossary (Full Menus)

When you quit Word and have made changes to a glossary, created a new glossary, or merged glossaries, Word displays the Save As dialog box so that you can save the changes.

- If you've made changes only to the Standard Glossary, accept Word's proposed response of Standard Glossary as the glossary name in the Save Glossary As box. If you've used New or Open, type a name for the new glossary in the Save Glossary As box, or type the name of an existing glossary you want to replace with the new glossary.

Opening a glossary other than Standard Glossary (Full Menus)

1. Choose Glossary from the Edit menu.
2. With the Glossary dialog box displayed, use File menu commands to merge a glossary with the current glossary, or use the glossary by itself:

   To merge the glossary with the current glossary, choose Open, and then choose the glossary you want from the list of glossaries in the Open list box.

   To open a glossary by itself, choose New to clear all entries except the default standard entries, and then choose Open to open the new glossary.

If you merge a glossary with the Standard Glossary and both glossaries have an entry with the same name, Word uses the text from the glossary you merged for the glossary entry.

Printing a glossary (Full Menus)

▶ With the Glossary dialog box open, choose Print from the File menu.

Word prints the contents of the current glossary, with glossary names bold and left-aligned, and the text indented half an inch. Any glossary entry formatted with indents is printed with those indents added to the standard half-inch indent.

Adding a glossary entry to the Work menu (Full Menus)

1. Press Command-Option-+ (plus).

   Use the + (plus) on the keyboard, not the numeric keypad.

   The mouse pointer becomes a bold + (plus).
2. Choose Glossary from the Edit menu.
3. Choose the glossary entry name you want to add to the Work menu as a new command.
4. Click Cancel to complete the command.

For information on	See
Adding glossary entries to menus	Menus

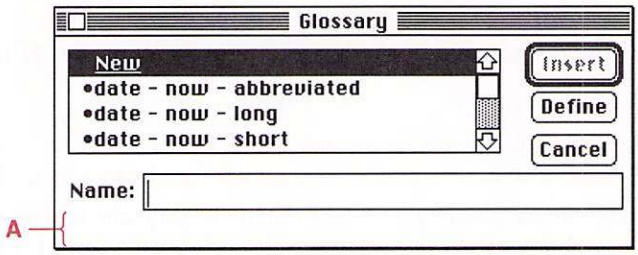
Glossary Command

On the Edit menu (Full menus only).

The Glossary command opens the Glossary dialog box so that you can add and name an entry for a glossary, change the name or contents of an existing glossary entry, insert an entry from the glossary into your document, or delete an entry.

If you remember the name of an entry, it is more convenient to insert the entry into your document with keys. (For more information, see "Inserting a glossary entry with the keyboard," in the "Glossaries" topic.)

You can also add glossary entries to the Work menu for convenience. For more information, see "Glossaries" and "Menus."



A *Glossary entry display area*

List box Lists the names of glossary entries. New enables you to create a new entry. The names of existing entries are given in alphabetical order. Word includes static and dynamic date and time entries, as well as the special characters « and » used when entering print merge instructions.

Name Displays the selected glossary entry name for editing. When New is selected, you can enter the name of a new glossary entry. You cannot edit the default glossary entries.

Glossary entry display area Displays the contents of the selected glossary entry. If the entry is too long to fit in this area, Word ends the displayed entry with an ellipsis (...) to show that there is more in the entry. A graphic entry is represented by a small box.

Insert Inserts the glossary entry selected in the list box into your document at the insertion point, or replaces a selection.

Define Adds the text or graphic selected in your document to the glossary after you name the entry. If you don't name the glossary entry, Word assigns "Unnamed 1," "Unnamed 2," and so on, as entry names.

Cancel Closes the dialog box but does not discard any changes you've made.

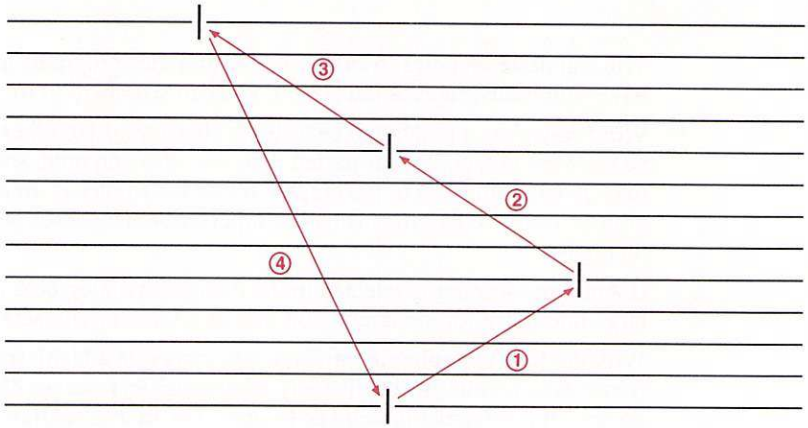
For information on	See
Glossaries	Glossaries
Inserting a glossary entry using the keyboard	Glossaries

Go Back Command

On the Utilities menu.

The Go Back command displays the previous selection or moves the insertion point to its previous location. For example, if you are typing and notice a mistake in a previous section, you can make the correction, and then choose the Go Back command to return to your original place.

Each time you choose the Go Back command, Word moves to the preceding selection or insertion point location, up to three previous points, and then begins again at the original point.



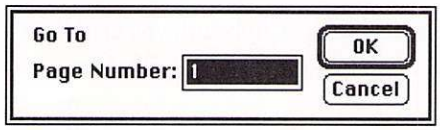
If the current selection or insertion point is not visible on your screen, choosing Go Back scrolls to the selection. Otherwise, choosing Go Back after scrolling returns the insertion point to where it was before scrolling.

The 0 key on the numeric keypad operates the same as the Go Back command, if Num. Lock is off.

Go To Command

On the Utilities menu.

The Go To command displays a specific page within a document. You can use Go To only with a document that has been printed or repaginated.



Page Number Specifies the page number Word will scroll to when you click OK or press Return. For documents that have sections with different page numbering schemes, you need to include the page and section number. For example, if you type P23S2 in this text box, Word will go to page 23 in section 2.

If you type a number greater than the last page number in your document, Word scrolls to the last page in the document.

You can double-click the page number area in the lower-left corner of the window to open the Go To dialog box.

Graphics

You can paste graphics from Macintosh graphics programs into Word documents. After you paste graphics into Word, you can size them to fit your needs.

Word considers a graphic to be a single character. Like other characters, graphics can be selected, cut, copied, or pasted. You can also add bold, shadow, underline, and outline character formats to the graphic frame for emphasis. In addition, you can offset a graphic from the baseline using the superscript and subscript options in the Character dialog box.

If Auto line spacing is selected in the Paragraph dialog box, a tall graphic will result in large line space for the line it's on, just as a letter or character in a large font size does.

With the Insert Graphics command, you can paste a blank frame into a document. The frame, which you can size like any other graphic, reserves blank space in your printed document for manual pasteup or for defining an area to draw in with PostScript commands.

Word outlines a blank frame with a dotted line when Show ¶ is on. When Hide ¶ is on, the frame is not displayed unless you click in it to select it.

If you want to add text to a graphic, you can make the graphic a paragraph and then use the Position command to superimpose text on it. (See "Adding text to a graphic," later in this topic.)

You can also "take a picture of text," making the text into a graphic. This technique is useful for copying the final form of formulas, which can't otherwise be moved to another application. If you want to expand or compress characters created using Word's typesetting commands, you make a character selection into a graphic and then size the graphic to get the effect you want. (See "Sizing a graphic," later in this topic.)

Pasting a graphic

Once a graphic is copied onto the Clipboard, you can paste it anywhere in a document.

To copy a graphic and paste it into a document:

1. After creating a graphic in a graphics program, copy the graphic onto the Clipboard.
2. Quit the graphics program and start Word, or use MultiFinder to switch to Word.
3. Position the insertion point where you want to insert the graphic.

   In most cases, you'll want to position the insertion point at the beginning of a line so that the graphic will be flush with the left indent and not preceded by text.
4. Choose Paste from the Edit menu to paste the graphic from the Clipboard into Word.

Using MultiFinder is the fastest way to copy and paste between two applications. Word's QuickSwitch feature enables you to quickly update information between Word and Microsoft Excel, SuperPaint, MacDraw, or MacPaint while using MultiFinder. For more information about pasting graphics, see "Moving graphics with QuickSwitch," later in this section.

Selecting a graphic in Word

Click in a graphic to select it. To cancel the selection, click outside the graphic.

You can select a very small graphic by dragging across it. You can select a graphic and surrounding text by dragging across everything you want to select.

Sizing a graphic

You can change both the size and scale of a graphic or just the size of it by dragging one of the black boxes (handles) on the graphic frame. Sizing a graphic changes the overall dimensions of the graphic frame. If you also scale the graphic while sizing the frame, the graphic is reduced or enlarged proportionally to fit within the frame. Before you size or scale a graphic, select the graphic by clicking in it to display the handles on the graphic frame.

- To scale a graphic as you size its frame, hold down Shift and drag one of the handles on the frame.
- To size the frame without scaling the graphic, drag one of the handles without pressing Shift. A graphic that has already been scaled returns to its original unscaled size within the frame.

Dragging the bottom frame handle lengthens the frame, and dragging the right handle widens the frame. If you drag the corner handle, Word sizes the frame, maintaining its proportions.

When you change the frame size without scaling the graphic, Word centers the graphic within the frame. If the frame is too small, only a portion of the graphic shows in the frame.

Word shows the length or width of a frame in the lower-left corner of the window as you drag the appropriate handle. Word shows the percentage of change if you drag the corner handle.

To expand a frame beyond the window border, drag the frame to the window border and then scroll, keeping the frame in the window. You can then drag the frame again until it is the size you want.

If you double-click a selected graphic, Word shrinks the frame to the smallest size that holds the graphic.

Converting text to a graphic (Full Menus)

You can convert text into a graphic object and then paste it back into the document or paste it into another application.

To convert text to a graphic:

1. Select the text you want to make into a graphic.
2. Press Command-Option-D to copy the text onto the Clipboard as a graphic.

Once the text is converted to a graphic and copied onto the Clipboard, you can paste it into Word and size it, or paste it into another program.

Moving graphics with QuickSwitch (Full Menus)

If you are using MultiFinder, you can use QuickSwitch to quickly move a graphic that you've already pasted into Word to SuperPaint, MacPaint, or MacDraw, revise it, and move it back to Word. Start MacPaint or MacDraw before you move the graphic.

1. Select the graphic in Word.
2. Press Command-, (comma) to move to the graphics program and paste the graphic in the program window.

   Or, hold down Shift and choose Edit Link from the Edit menu.
3. After completing your work in the graphics program, press Command-, (comma) again to return to Word with the revised graphic pasted in place.

The revised graphic retains any Word formatting that was applied to the earlier version.

Word only recognizes the part of the window where the graphic is first placed. To ensure that the entire graphic is returned to Word, you should not move or resize the graphic in the graphics program window.

To return to Word without changing the original graphic in Word, click in one of Word's windows.

Adding text to a graphic (Full Menus)

You can select any paragraph in your document and add it to a graphic by positioning the text and graphic at the same location on the page.

To print text within a graphic:

1. Make the graphic a paragraph by positioning the insertion point to the right of the graphic and pressing Return.
2. Select the graphic and text paragraph(s).

   Your text should immediately follow the graphic's paragraph mark.
3. Choose Position from the Format menu. Use the options in the Position dialog box to place the paragraphs where you want them (for example, in the margin).
4. Click OK.
5. Click at the paragraph mark at the end of the graphic, press Return, and then press Command-Shift-P.

   This inserts a normal paragraph between the graphic and the text, causing Word to overlap the positioned text and graphic. (Without the normal paragraph mark, Word would position the paragraph containing the text below the paragraph containing the graphic.)

When you print or use Print Preview, Word adds the text to the graphic.

NOTE Page view will display a partial representation of the graphic with the text you added. Choose Print Preview from the File menu to see if you've correctly aligned the text and graphic. In some cases, you may need to print the document to get a true representation.

The left indent of the text controls where the text is positioned horizontally on the graphic. You can control the text's vertical position by using options in the Paragraph dialog box, for example, by adding space before the paragraph containing the text.

For information on	See
Aligning paragraphs side by side	Columns
Creating lines and paragraph borders	Borders Forms
Using MultiFinder or QuickSwitch	Appendix C, "Using Word with Other Applications"
Positioning text and graphics	Page Layout
Creating space around text in a graphic	Paragraph Command Position
Displaying text rectangles	Page View Command

Headers and Footers

A header is text that prints in the top margin of each page of a document or section. A footer prints in the bottom margin. Headers and footers typically include descriptive text; for example, page number, date, and document title. Both headers and footers are displayed in page view and in print preview.

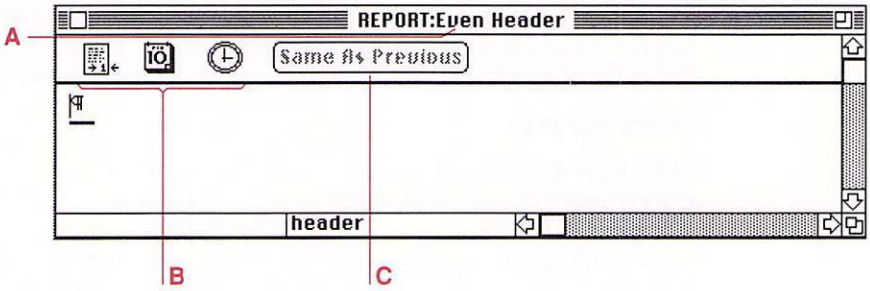
Each section in a document can have its own set of headers and footers. Your document can have different headers or footers for odd or even pages. You can also have a unique header or footer on the first page of the document or on the first page of each section. Or, you can prevent a header or footer from printing on the first page.

You can create multiple-paragraph headers and footers and format them however you like. If a header or footer is too long to fit in the top or bottom margin, Word increases the margin size to accommodate the header or footer.

Word is preset to print the top of the first line of a header half an inch from the top of the page and to print the bottom of the last line of a footer half an inch from the bottom of the page. You can adjust the vertical and horizontal positions of headers and footers.

When you choose a header or footer command in galley view, Word opens a window in which you can enter or edit text. You can use the icons in the window to insert page numbers, the current date, or the time into the header or footer. Page numbers can be in any of Word's page numbering formats. (Refer to "Section Command" for information on Word's page number formats.)

When you choose a header or footer command in page view, Word scrolls and positions the insertion point in the header or footer. If a header or footer does not exist, Word creates an empty header or footer, repaginates the page, and scrolls to display the header or footer.



A *Title bar shows document, type of header, and section if the document has sections.*

B *Icons add page number, date, and time.*

C *This button is available only if you are working with Full menus.*

Once you specify a header or footer, Word uses the same header or footer for every subsequent section. If you want different headers or footers, you can edit them in each new section.

When you open a header or footer window using Full menus, a Same as Previous button appears next to the icons at the top of the window. If this button is dimmed, it means that text in the window is the same as the header or footer text in the previous section. If the button is not dimmed, the header or footer text is different from the previous section's header or footer.

Clicking the Same As Previous button replaces the text in the window with the current section's odd header or footer text. If there is no odd header or footer in the current section, Word uses the header or footer from the previous section. If there is no header or footer in the previous section, Word searches toward the beginning of the document until it finds a header or footer or until it reaches the beginning of the document.

Adding headers or footers

Use this procedure when creating a header or footer in galley view:

1. Choose Open Header or Open Footer from the Document menu.
2. Type the header or footer text in the window and apply any character or paragraph formats.
3. If you want to add the time or date of printing or a page number, position the insertion point in the header or footer where you want the text inserted, and then click the appropriate icon at the top of the window.
4. Close the window.

If your document has multiple sections, and you want to change the header or footer for a specific section, place the insertion point in the appropriate section before choosing Open Header or Open Footer.

Headers and footers do not appear with the main text of your document in galley view. To see headers and footers as they will appear when printed, choose the Print Preview or Page View command.

The text inserted by the time, date, and page number icons is treated as a single character when you select it. Page numbers are in the format specified in the Section dialog box for the current section. You can format the text in headers and footers using any of Word's formatting commands.

If you are in page view and choose the Open Header or Open Footer command, Word scrolls to display the header or footer area of the page and positions the insertion point in that area.

Positioning headers or footers vertically (Full Menus)

1. After adding a header or footer, choose Section from the Format menu.
2. Under Header/Footer, type the distance from the top of the page to the top of the header in the From Top box, or type the distance from the bottom of the page to the bottom of the footer in the From Bottom box.

   Note that you can position headers or footers using section command options before adding the header or footer.

   You can also use Print Preview to vertically position headers and footers by dragging.

If you have more than one section in your document, remember to change the header or footer position for each section.

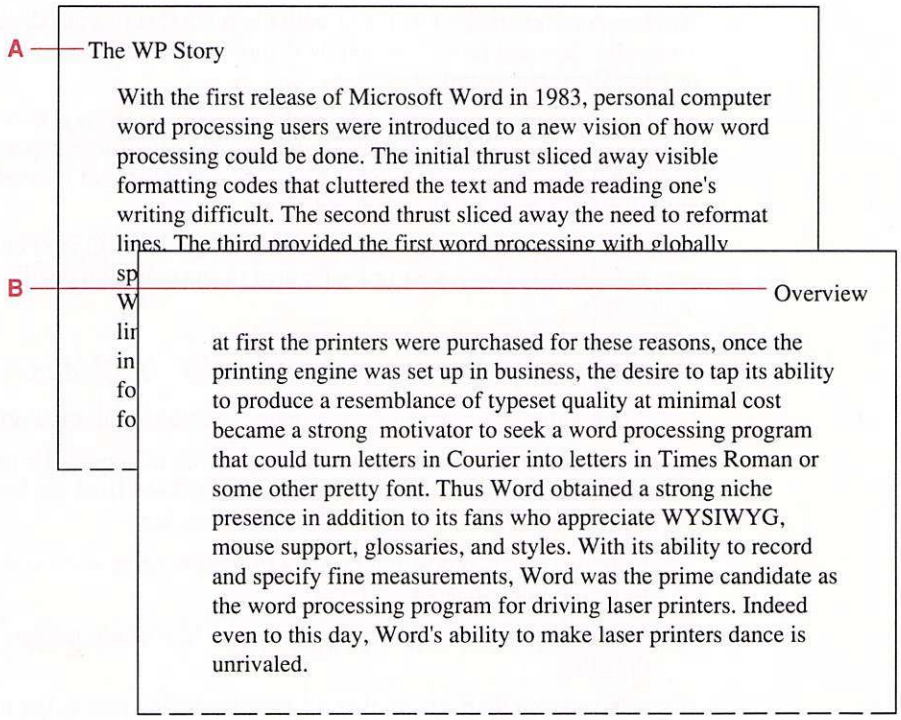
If you want to print a header or footer in the text area (for example, if you want to print a logo down the right-hand side of every page), type – (minus) before the top or bottom margin measurement in the Document dialog box. Despite the negative margin measurement, the margin stays the same. Word does not change the margin to accommodate the long header or footer as it normally would, but prints the header or footer in the text area.

You can also use Print Preview to print a header or footer in the text area. Hold down Shift and drag the header or footer into the text area.

Positioning headers or footers horizontally

1. Select the header or footer paragraph(s).
2. Choose Paragraph or Show Ruler from the Format menu.
3. Use the ruler in the header or footer window to indent the header or footer to the position you want.

You can use negative indents to print headers or footers in the corners of the page where the top and bottom margins intersect with the left and right margins.



A *Negative left indent positions header in left margin.*
B *Right indent positions header in right margin.*

Adding a different first page header or footer (Full Menus)

1. Choose Section from the Format menu and turn on the First Page Special option under Header/Footer.
2. Choose Open First Header or Open First Footer from the Document menu and type the header or footer text in the window.

Adding separate headers or footers for facing pages (Full Menus)

1. Choose Document from the Format menu and turn on the Mirror Even/Odd Margins option.
2. Choose Open Odd Header or Open Odd Footer from the Document menu and type the header or footer text in the window. Then choose Open Even Header or Open Even Footer and type the header or footer.

   The Even Header or Even Footer window will contain the Odd Header or footer text, which you can change or accept.

NOTE If you subsequently turn off the Mirror Even/Odd Margins option, Word uses the contents of the odd header or footer for all pages of the document. Only the Open Header and Open Footer commands are displayed on the Document menu.

Editing or deleting a header or footer

1. Choose the header or footer command for the header or footer you want to edit.

   If you have a multiple-section document with different headers or footers, make sure the insertion point is in the appropriate section.

2. Edit the text in the window as you would any other text.

   To remove the header or footer for the current section, or for the document if there is only one section, delete all the text in the header or footer.

If you have a multiple-section document and all sections have the same header and footer, edit the header or footer text in the first section. Word adjusts the text for the remaining sections.

For information on	See
Indenting paragraphs	Indenting Paragraphs
Vertically positioning headers and footers with Print Preview	Page Layout

Help

To quickly get information about a command or task, you can use Word's online help feature. (Also see the online help topic "Using Help" for the telephone number to call for Microsoft Product Support.)

There are three ways to get help:

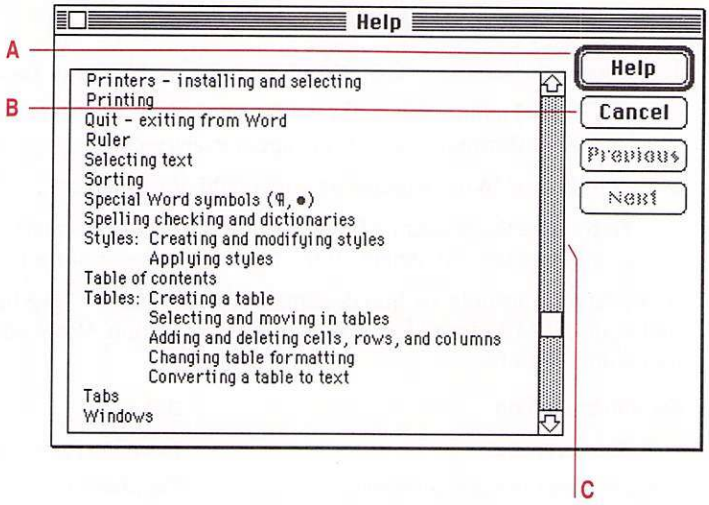
- Choose Help from the Window menu, then choose from a list of Help topics.
- Press Command-? and choose the command about which you want information. If you press Command-? while a dialog box is open, Word displays the Help text about that dialog box.

  Press Command-? twice to re-enter Help and display information on the topic you last selected.
- Choose About Microsoft Word from the Apple menu and click Help.

Choosing Help from a list of topics

1. Choose Help from the Window menu, or choose About Microsoft Word from the Apple menu and click the Help button.
2. Select the topic on which you want help from the list box.

   You can scroll the list of topics using the scroll bar.



A *Click Help to see information on a selected topic.*

B *Click Cancel to return to your document.*

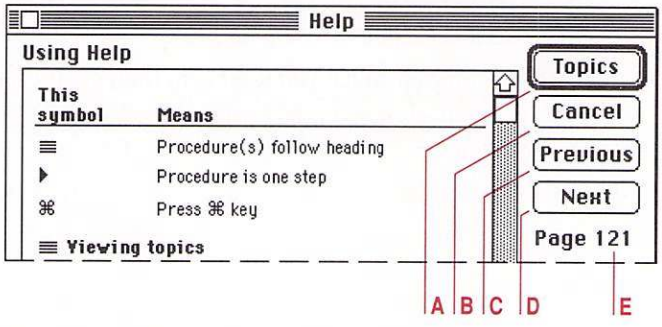
C *Use the scroll bar to view topic list, and then click topic on which you want information.*

3. Click the Help button or double-click the topic.

   Information about the selected topic is displayed. Use the scroll bar to view all of the text. For additional information on the topic, refer to the *Reference to Microsoft Word* page number shown in the Help window.

4. When you finish reading the topic, you can click Cancel to return to your document or view information on other topics:

   - Click Topics to re-display the list of topics, and then choose a new topic.
   - Click Previous to view the previous topic (topics are listed in alphabetical order).
   - Click Next to view the next topic.



A *Click Topics to display list of help topics.*

B *Click Cancel to return to your document.*

C *Click Previous to display help on previous topic.*

D *Click Next to display help on next topic.*

E *Reference manual page where you can find more information*

If you choose the Help command and a dialog box asks you to locate "Word Help":

1. Click Drive if more than one disk is being used.
2. Eject one of the disks, if necessary.
3. Insert the disk containing the Help document (Word Help).
4. Select the Help document Word Help.
5. Click the Open button.
6. Continue with steps 2 through 4 of the preceding procedure.

   Word saves the location of the Help file in the current Word configuration file, so Word always remembers where the Help file is after you locate the Help file once.

Getting help on a command or dialog box

1. Press Command-?

   The mouse pointer changes to a question mark. If a dialog box is open, Word immediately displays the appropriate Help information for that dialog box.
2. If a dialog box is not open when you press Command-?, use the question mark pointer to choose the command you want information on from the menus.
3. Read the Help information on the selected topic.

   Use the scroll bar to view all of the text.

   For additional information on the topic, refer to the *Reference to Microsoft Word* page number shown near the upper-right corner of the window.
4. When you have finished reading a topic, you can:
   - Click Cancel to return to your document.
   - View information on other topics: click Topics to display the list of topics, and then choose a new topic; click Previous to view the previous topic (topics are entered in alphabetical order); or click Next to view the next topic.
5. To enter or re-enter Help quickly, press Command-? twice. Word will display the last Help screen viewed.

   If you have not used Help during this session, Word displays "Using Help" information.

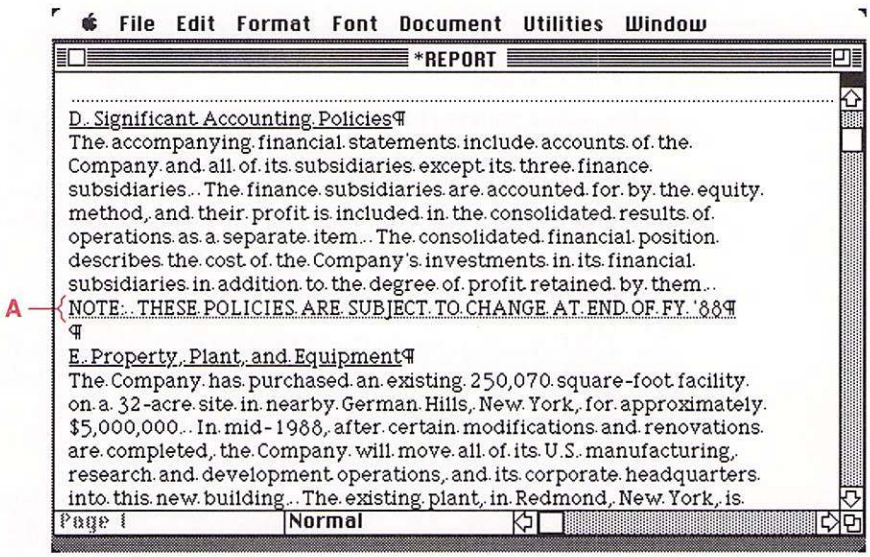
You also can open the Word Help document from the Finder by double-clicking it as you would to open any other document.

For information on	See
Opening a document from the Finder	Starting Word

Hidden Text

Hidden text is text that you can choose not to print in the final version of your document. Hidden text is used to designate entries for tables of contents and indexes, to insert PostScript commands in a Word document, and to enter characters for QuickSwitch. It is also useful for inserting comments or notes in your document that you do not want to appear in the printed version.

To format text as hidden, use the Character command on the Format menu. Word displays hidden text with a dotted underline on the screen. You can then choose either to display or to hide the text (choose Preferences from the Edit menu), and then to print or not print it using the Print Hidden Text option in the Print command.



A *The note is typed in hidden text.*

To prevent hidden text from affecting pagination, you should turn off the display of hidden text when you are ready to repaginate or hyphenate a document or to preview page breaks using the Print Preview or Page View commands.

Creating hidden text (Full Menus)

1. Select the text.
2. Choose Character from the Format menu.
3. Turn on the Hidden format.

Hiding or displaying hidden text (Full Menus)

- To hide text formatted as hidden, choose Preferences from the Edit menu and turn off the Show Hidden Text option.
- To display hidden text, choose Preferences from the Edit menu and turn on the Show Hidden Text option.

NOTE You can add the Show Hidden Text option in the Preferences dialog box and the Hidden character format from the Character dialog box to the Format menu. See "Menus" for information on adding commands and options to menus.

Printing hidden text (Full Menus)

1. Choose Print from the File menu.
2. Turn on the Print Hidden Text option.

This prints all hidden text, whether or not it is displayed, and it disables PostScript commands.

For information on	See
Using hidden text in an index	Indexing
Using hidden text in a table of contents	Table of Contents
Using PostScript commands	PostScript
Using hidden text with QuickSwitch	Appendix C, "Using Word with Other Applications"

Hide ¶/Show ¶ Command

On the Edit menu.

The Hide ¶/Show ¶ command hides or displays the symbols Word uses to represent paragraph marks, tab marks, and other characters that perform special functions in Word.

When you start Word, Hide ¶ is in effect. Hide ¶/Show ¶ affects the following symbols:

Paragraph mark ¶
End-of-line mark ↵
Normal space .....
Nonbreaking space ~~~~~
Tab mark →
Normal hyphen -----
Nonbreaking hyphen ~ ~ ~ ~ ~
Optional hyphen ------
Formula character \\\\\
Graphic frame
Page number 1
Date 5/18/88
Time 8:38
Auto-numbered footnote reference mark 1
End-of-cell mark •
Paragraph properties mark ■

Word indicates a paragraph that has invisible properties, such as Keep Lines Together, with a small black box in the selection bar. This box is the paragraph properties mark.

You can move, copy, delete, and search for these characters as you would any others. If you have formulas in your document, Show ¶ displays the formula descriptions and Hide ¶ displays the formulas in their final form.

For information on	See
Searching for special characters	Finding and Changing
Creating mathematical formulas	Formulas

Hide Ruler Command

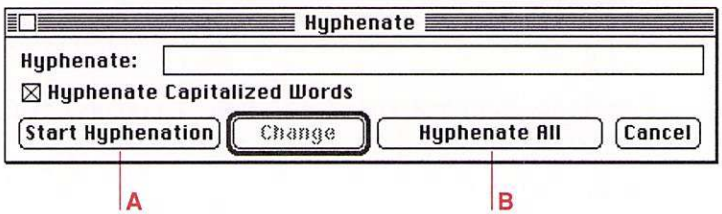
See "Show Ruler/Hide Ruler Command."

Hyphenate Command

On the Utilities menu (Full menus only).

The Hyphenate command hyphenates words to improve the appearance of your document. You can have Word hyphenate the entire document or only selected text.

You can undo automatic hyphenation with the Undo command, if you choose Undo as your first action after hyphenating. Undo will undo only the last hyphenation if you choose to confirm each hyphenation.



A *Becomes No Change button after hyphenation begins.*

B *Becomes Hyphenate Selection when text is selected in the document.*

Hyphenate Displays words broken into syllables with the proposed hyphen selected. You can choose another hyphenation point by clicking on another hyphen or between any two letters. Word displays a dotted vertical line that shows where the margin would be if the word were placed on the preceding line.

Hyphenate Capitalized Words Hyphenates capitalized words (proper names, for example) in addition to lowercase ones.

Start Hyphenation Starts hyphenation at the beginning of the selection or at the insertion point. Once hyphenation begins, the No Change button replaces Start Hyphenation.

No Change Skips the displayed word and displays the next word with proposed hyphenation.

Change Hyphenates the word as displayed in the Hyphenate box and displays the next word with proposed hyphenation.

Hyphenate All Automatically hyphenates all appropriate words throughout the document. This option is available only if no text is selected when you choose the Hyphenate command.

Hyphenate Selection Automatically hyphenates all appropriate words in the selection. Appears only if text is selected when you choose the Hyphenate command.

Hyphenating

Hyphenating words enhances the attractiveness of your document, especially if you are using justified text or columns. In text that is left-justified, hyphenation reduces the raggedness at the right edge of the text by filling out the lines more fully. In justified single- or multiple-column text, optional hyphens can reduce the amount of space added within a line.

When you choose the Hyphenate command, Word starts at the insertion point and looks for portions of words that could move to the end of the previous line. You can have Word hyphenate automatically or ask you to confirm each hyphenation.

If you select a word in your document before choosing Hyphenate, Word displays the word in hyphenated form even if it is not at a line break.

You may want to postpone hyphenation until you are ready to print your document. This avoids the need to rehyphenate your document repeatedly after you make editing or page formatting changes which can alter hyphenation.

Word recognizes three types of hyphens:

Normal	Always visible; Word breaks at a normal hyphen if it's at the end of a line. Use for hyphens you want always to appear; for example, "long-range."
Nonbreaking	Always visible; Word never breaks at this hyphen. Use when you don't want the hyphen and word to be separated; for example, "Stratford-on-Avon."
Optional	Visible only when Show ¶ is on, or if the hyphen occurs at a line break. Word uses this hyphen to hyphenate automatically. You can use this hyphen to mark hyphenation points you want in your document.

Typing hyphens (Full Menus)

While you are typing your document, enter any normal or nonbreaking hyphens you want. You can also choose to enter optional hyphens; ordinarily, Word inserts these during hyphenation.

To get	Press	Show ¶ displays
Normal hyphen	-	—
Nonbreaking hyphen	Command - ~	¬
Optional hyphen	Command - –	¬
En dash	Option- -	–
Em dash	Option-Shift- -	—

Hyphenating automatically (Full Menus)

1. Position the insertion point where you want hyphenation to begin, or select the text you want to hyphenate.
2. Choose Hyphenate from the Utilities menu.
3. Click the Hyphenate All button; or if you are hyphenating a selection, click the Hyphenate Selection button.

Word inserts optional hyphens at hyphenation points.

You can undo automatic hyphenation with the Undo command, if you choose Undo as your first action after hyphenating. Undo will undo only the last hyphenation if you chose to confirm each hyphenation.

If you change margins or edit the document extensively, you may want to hyphenate the document again. Rehyphenating does not change hyphens in words that are already hyphenated.

To remove optional hyphens, choose the Change command, type ^- (a caret and a hyphen) in the Find What box, and leave the Change To box empty.

Confirming hyphenation (Full Menus)

1. Position the insertion point where you want hyphenation to begin, or select the text you want to hyphenate.
2. Choose Hyphenate from the Utilities menu.
3. Click the Start Hyphenation button.
4. Word displays the first word for hyphenation:

   To skip this word and go to the next, click the No Change button.

   To accept the proposed hyphenation, click the Change button.

   To change the proposed hyphen position, point where you want the hyphen in the Hyphenate text box and click, and then click the Change button.
5. Repeat these steps for each hyphenation until Word reaches the end of the selection or document.

   Word displays the message "Finished hyphenating selection" or "Continue from beginning of document?"
6. If you are hyphenating the entire document and want to continue at the beginning, click OK.

   To cancel the Hyphenate command and go back to the document, click Cancel.

   Note that if you choose Undo after hyphenating, Undo will undo only the last hyphenation when you confirm each hyphenation.

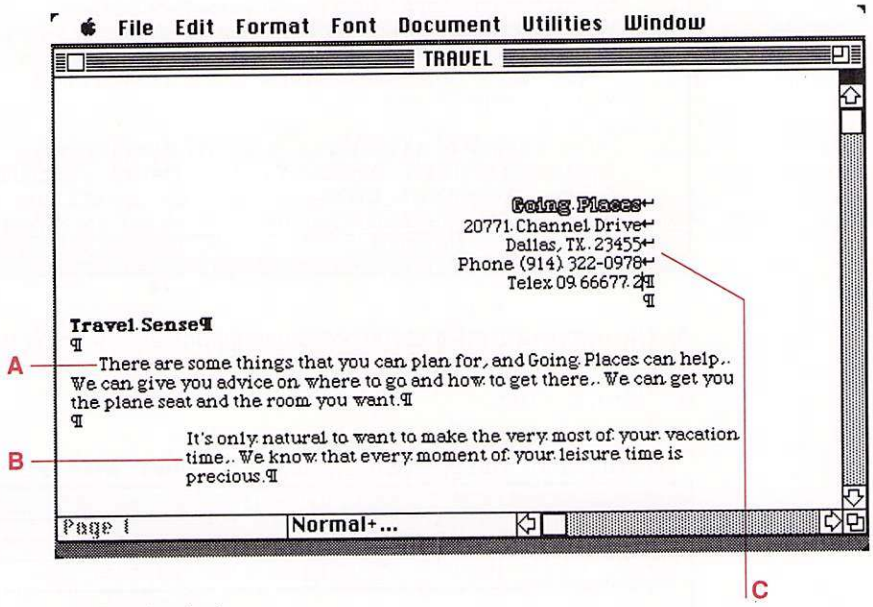
For information on	See
Hyphenation	Hyphenate Command
Searching for or replacing hyphenation characters	Finding and Changing Change Command

Indenting Paragraphs

An indent is the distance between the beginning of a line and the left margin or the end of a line and the right margin. Generally, you use indents to set off certain paragraphs from the rest of the document. You control indenting by using the Paragraph command on the Format menu. If you want to change the distance from the text to the edge of the page throughout a document, change the margins by using the Document command on the Format menu.

Following are some of the more common indents you can use with Word:

- Right, left, and first line indents

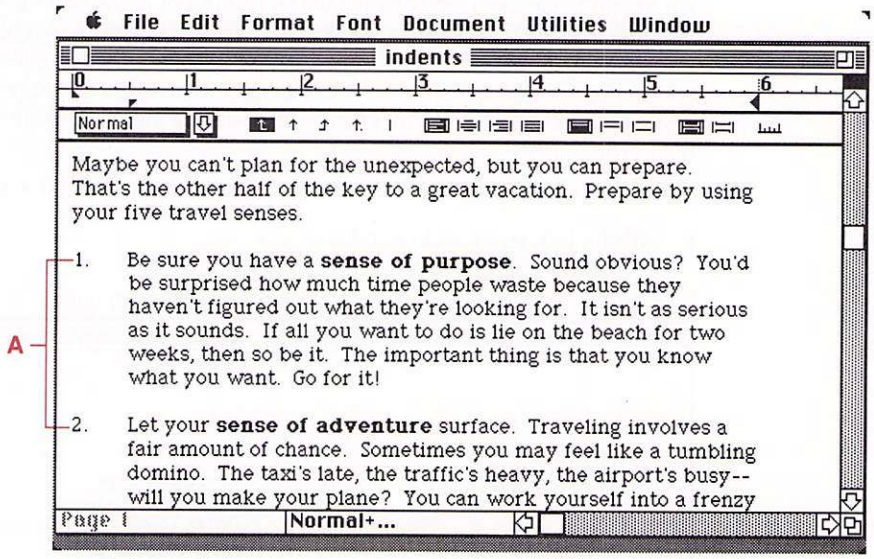


A *First line indent*

B *Left indent*

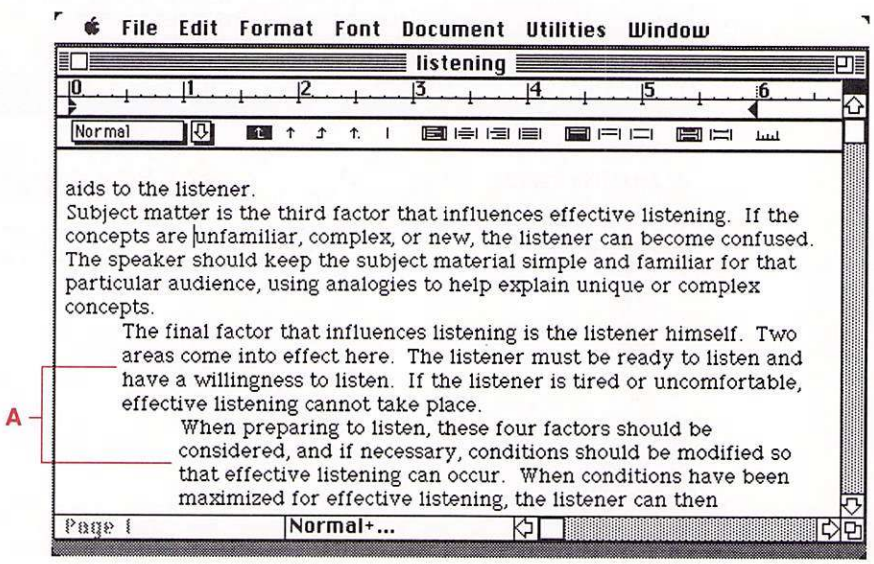
C *Right indent*

- Hanging indents — the first line of the paragraph is offset to the left of the rest of the paragraph.



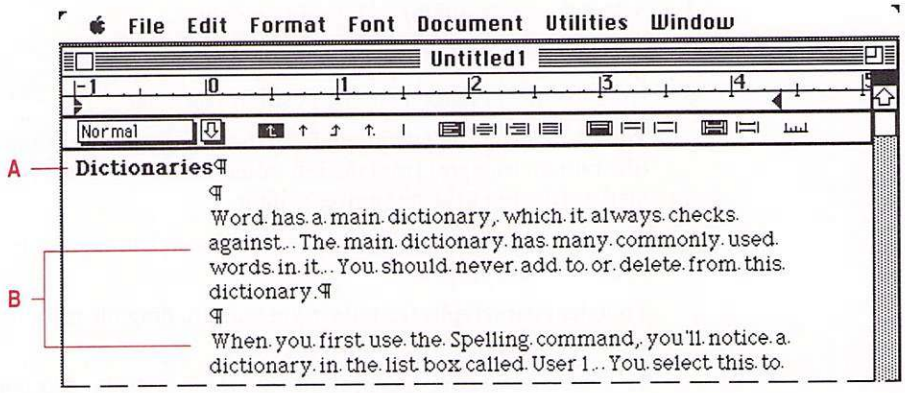
A *The numbers in the first line of the paragraphs align with the first line indent marker.*

- Nested indents



A *Successive paragraphs are indented in increments based on the default tab stop spacing.*

- Negative indents — the paragraph extends into the left or right margin.

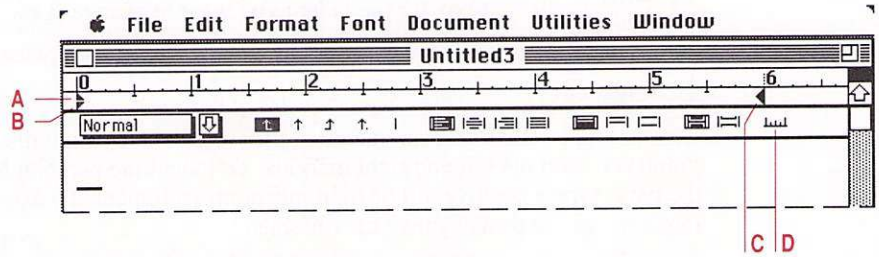


A *This paragraph has a negative left indent.*

B *These paragraphs align flush with the left margin — they have a left indent measurement of zero.*

Most of the time you'll find it easiest to control indents using the ruler. If you want to specify a finer measurement than you can achieve with the ruler, use the Paragraph command on the Format menu.

You can change the indents using the ruler only when the normal ruler scale is active. If the black, triangular indent markers (shown in the following illustration) are not visible in the ruler, another ruler scale is in use. Click the ruler scale icon to switch to normal ruler scale. If the insertion point is in a table, click twice to display the page scale ruler. For more information about the ruler, see "Show Ruler/Hide Ruler Command."



A *First line indent marker*

B *Left indent marker*

C *Right indent marker*

D *Ruler scale icon*

Indenting with the ruler

1. Select the paragraph(s) you want to indent.
2. Choose Show Ruler from the Format menu if necessary.
3. Drag the indent markers to the position you want:

   To indent the entire paragraph from the left margin, drag the left indent marker (the bottom triangle) from the left of the ruler toward the right. The first line indent marker (the top triangle) moves with it.

   To indent first lines only, drag the first line indent marker from the left end of the ruler toward the right.

   To indent paragraphs from the right margin, drag the right indent marker from the right of the ruler toward the left.

   To set a left negative indent (Full menus only) for the left margin, drag the left indent marker to the left of the 0 mark. The negative ruler area becomes visible as you drag the indent marker. To set a negative indent for the right margin, drag the right indent marker to the right.

When you set a left or first line indent, Word removes default tab stops to the left of the indent. If you set a negative first line indent, Word automatically inserts a tab stop at the left indent marker.

Unless you press Shift before you drag the left indent marker, moving the left indent also moves the first line indent and maintains their relative offset. You can move the first line indent independently without pressing Shift.

Indenting with the Paragraph command (Full Menus)

1. Select the paragraph(s) you want to indent.
2. Choose Paragraph from the Format menu.
3. Click in the text box for the indent you want to change (Left, Right, or First).
4. Type a measurement in the text box (up to five decimal places).
5. Click OK.

Left and right indent measurements of zero (the default) align the edges of the paragraph text with the left and right margins. To indent the paragraph toward the center of the page, type a positive left or right indent measurement. To extend the paragraph text into a margin, type a negative measurement.

Similarly, a first line indent of zero aligns the first line with the rest of the paragraph. A positive first line indent measurement moves the first line to the right. A negative first line indent shifts the first line to the left toward the margin, creating a hanging indent.

Creating hanging indents

You create hanging indents by setting the first line indent to the left of the rest of the paragraph. The remaining lines of the paragraph are aligned with the left indent marker. You can change the relative positions of the left and first line indents several ways.

To create a hanging indent with the ruler:

1. Select the paragraph(s) you want to have a hanging indent.
2. Hold down the Shift key and drag the left indent marker (the bottom triangle) toward the right.

   To extend the first line of the paragraph into the left margin, drag the first line indent marker (the top triangle) to the left.

To create a hanging indent with keystrokes:

1. Select the paragraph(s) you want to have a hanging indent.
2. Press Command-Shift-T.

   All text after the first line of the paragraph is shifted to the first default tab stop set for the document.

To create a hanging indent with the Paragraph command, type a negative first line indent measurement in the First box of the Paragraph dialog box. See the procedure in "Indenting with the Paragraph command," earlier in this topic.

Creating a nested indent with keys (Full Menus)

With Word you can "nest" indents — that is, indent successive paragraphs by incremental amounts. The amount is equal to the spacing between default tab stops, which is initially set at half an inch. You can change the default tab stop spacing with the Document command.

1. Select the paragraph(s) you want to have a nested indent.
2. Press Command-Shift-N.

   Word indents the selected paragraphs from their previous positions by a distance equal to the default tab stop spacing.

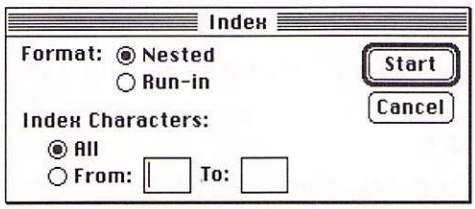
Press Command-Shift-M to unnest the indent — that is, to move the indent toward the left margin by a distance equal to the default tab stop spacing.

For information on	See
Formatting paragraphs and setting indents with the Paragraph command	Paragraph Command
Using a hanging indent in a list	Lists
Typing measurements	Measures Preferences Command
Setting margins	Margins
The ruler	Show Ruler/Hide Ruler Command

Index Command (Full Menus)

On the Utilities menu

The Index command compiles index entries into an index and puts the index at the end of the document. You can compile your index from the entire document or, if the document is large, in selected ranges; for example, the letter ranges a–m and n–z. For more information about creating index entries, see "Indexing."



Format Controls how the index entries will appear.

Nested	Subentries appear below and indented to the right of your main entry. Subentries have distinct styles.
Run-in	Subentries continue on the same line as your main entry. All entries have the same style as the main entry.

Index Characters

All	Creates an index for your entire document and places it at the end of the document. If your document contains a lot of index entries you should use the range feature described below.
From: To:	Enables you to select alphabetical ranges for creating your index. Word places each index range at the end of your document (and at the end of the last selected range). Be sure to select the From and To ranges in ascending alphabetical order — for instance, the letter ranges a–m and n–z — so that the finished index will be placed at the end of your document in alphabetical order, from a–z. If you type more than one character in the From or To box, Word uses only the first character to specify the range.

For information on	See
Indexing procedures	Indexing
Entering index codes	Insert Index Entry Command

Indexing

To create an index, you can use the Insert Index Entry command to apply index codes to preselected text, or to insert new entries. When you choose the Index command, Word compiles all index entries for the total document or the entries for the portions you select. Then Word inserts page numbers, alphabetizes the index entries, merges duplicate entries, and deletes duplicate page references for single entries. Word puts the index at the end of the document and inserts a section mark before the index.

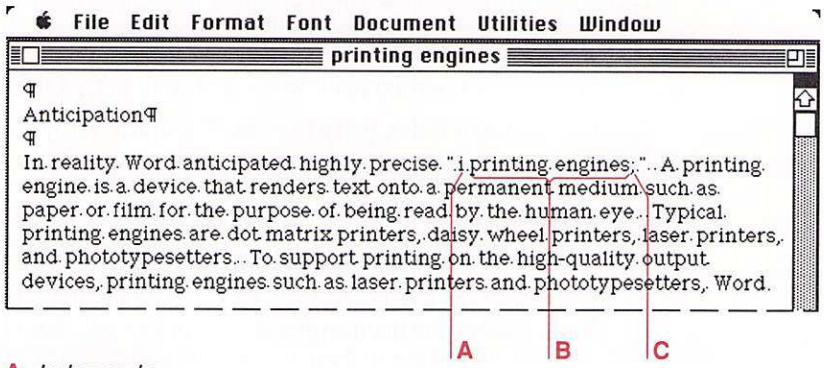
Formatting index entries

Word has automatic styles for the index. These are "index 1" through "index 7." Index styles are like the Normal paragraph style, except each succeeding level is indented 0.25 inch. You can change these styles with the Define Styles command.

Designating index entries (Full Menus)

An index entry has three parts:

- Index code — *.i.*
- Index entry — text that appears in the index
- End-of-entry code — semicolon, end-of-line mark, or paragraph mark



A *Index code*
B *Index entry*
C *End-of-entry code*

Formatting existing text as an index entry (Full Menus)

To format existing text:

1. Select the text you want entered in the index.
2. Choose Insert Index Entry from the Document menu.

   Word inserts the *.i.* code and semicolon end-of-entry code and formats the codes as hidden text. The index text itself is not hidden text.
3. Repeat steps 1 and 2 for each index entry.

Typing a new index entry (Full Menus)

You can type index entries rather than formatting existing text. Word's Insert Index Entry command automatically inserts and formats the index code and end-of-entry code. You don't have to format the index entry you type as hidden text.

To type a new index entry:

1. Position the insertion point where you want to type the index entry.
2. Choose Insert Index Entry from the Document menu.

   Word inserts the *.i.* code before the insertion point, adds a semicolon end-of-entry code, and formats the codes as hidden text. The insertion point remains between the index code and the semicolon so you can type the entry.

3. Type your index entry.

   Word formats the text you type as hidden text.

4. Repeat steps 1–3 for each index entry.

Designating subentries (Full Menus)

If you want more than one level in your index, you must create subentries. A subentry consists of the index code and main entry text followed by a colon and the subentry.

To create an index subentry:

1. Position the insertion point where you want to type the main entry and subentry.
2. Choose Insert Index Entry from the Document menu.
3. Type the main entry text, followed by a colon.
4. Type the subentry text.
5. Repeat steps 1–4 for each subentry.

   You must type a separate index entry, repeating the main entry, for each subentry. You can copy the main entries and colons so you don't have to type them repeatedly. For more information on copying entries, see "Copy Command." If you want more than one level of subentry, separate the levels with a colon.

6. Format the colons, and other parts of the entry text you don't want to see, as hidden text.

Word lists subentries in alphabetical order.

Following are some examples of index entries. Each shows you how to position the index code and text entry to achieve the example. If you type the index codes and end-of-entry codes rather than use Word's Insert Index Entry command, remember to format the codes as hidden text.

Examples

For this entry	Type
Bodies of Water 4	*.i.Bodies of Water;*
Bodies of Water Lakes 7 Rivers 4	*.i.Bodies of Water:Lakes;* *.i.Bodies of Water:Rivers;*
Bodies of Water Rivers Mississippi 4	*.i.Bodies of Water:Rivers:Mississippi;*

Fine-tuning your index entries (Full Menus)

You can refine the appearance of your index by typing one or more special characters next to the index entries. You can combine these characters to make a page number both bold and italic, for instance.

To	Type	Where
Make the page number bold	*B* or *b*	After the "i" in the index code
Make the page number italic	*I* or *i*	After the "i" in the index code
Show the beginning of a topic that extends over several pages	*(*	After the "i" in the index code at the first entry for the topic
Show the end of a topic that extends over several pages	*)*	After the "i" in the index code at the last entry for the topic
Use text instead of a page number	*#(text)*	After the index entry

Examples

For this entry	Type
Bodies of Water **4**	*.iB.Bodies of Water;*
Bodies of Water *4*	*.ii.Bodies of Water;*
Bodies of Water Rivers 4–6	*.i(.Bodies of Water:Rivers;* at the first entry for the topic on p. 4 and *.i).Bodies of Water:Rivers;* at the last entry for the topic on p. 6
Bodies of Water (See lakes)	*.i.Bodies of Water#(See lakes);*

NOTE If you want to include a special character as part of your index entry text, for example a semicolon, surround the index entry text with single quotation marks. For example: *.i.'Bodies of Water; Oceans, Rivers, Lakes';*

Compiling the index (Full Menus)

1. Choose Index from the Utilities menu.
2. Select the format you want:
   - Nested format:

     Dressage

     American Saddlebred 77

     Hanoverian 92

     Thoroughbred 177–80
   - Run-in format:

     Dressage: American Saddlebred, 77; Hanoverian, 92;

     Thoroughbred, 177–80

3. Select All or a range of characters.
   - All:

     Processes the index entries for the entire document and places the index at the end of your document. Use this option if your document is not very large; otherwise, process indexes in sections using From and To.
   - From and To:

     Processes index entries in smaller sections for large documents. For instance, you might divide your indexing in half — one portion for index entries a–m, and another for n–z. Process a–m by specifying those letters in the From and To boxes. Word processes that part and puts the index at the end of your document. Then process n–z, and Word places that index immediately following the index for a–m.

     Word places a section mark after each section of your index. When the index process is complete, delete all of the section marks except the last one.
4. Click the Start button.

If another index exists, Word asks if you want to replace the index. If you click No, Word puts the new index at the end of the document. If you are using letter ranges, click No to place the second and subsequent indexes at the end of existing ranges. If you click Yes, Word replaces the entire existing index.

NOTE If you move the index to another location in the document, Word always updates the index in its current location.

For long documents you've divided into several documents, you can specify the next document in the sequence using the Next File box in the Document dialog box. Word will compile an index for all the documents and insert it at the end of the last document in the sequence.

For information on	See
Inserting index codes	Insert Index Entry Command
Using hidden text	Hidden Text Preferences Command
Creating an index for a series of documents	Long Documents

Insert Graphics Command

On the Document menu (Full menus only).

The Insert Graphics command pastes an empty graphics frame at the insertion point in your document. If you make a selection and choose Insert Graphics, the frame replaces the selection. Word treats the graphics frame as a single character. You can add bold, shadow, underline, and outline character formats to the graphics frame for emphasis. You can position any graphics object at a specific place on the page by choosing Position from the Format menu.

For information on	See
Inserting and manipulating graphics	Graphics
Positioning graphics at a specific location on the page	Position Command Paragraph Command Paragraphs
Copying graphics to and from Word	Appendix C, "Using Word with Other Applications" Paste Link Command

Insert Index Entry Command

On the Document menu (Full menus only).

In order to create an index using Word, you must enter index codes for each index entry you want. To enter these codes immediately, use the Insert Index Entry command. This command inserts the *.i.* index code, adds a semicolon end-of-entry code (if necessary), and formats the codes as hidden text.

There are two ways to insert an index entry using this command:

- Select the text already in a document and choose Insert Index Entry from the Document menu to insert the proper codes and format them.
- Position the insertion point where you want to type a new index entry and choose Insert Index Entry from the Document menu to enter the necessary codes and formatting before and after the insertion point. You can then type the new entry.

Formatting existing text as an index entry

1. Select the text that you want entered in the index.
2. Choose Insert Index Entry from the Document menu.

   Word inserts the *.i.* index code at the beginning of your selection, adds a semicolon end-of-entry code at the end of the selection, and formats the codes as hidden text. Word doesn't format the selected text as hidden.

NOTE Word inserts the minimum codes necessary to make the index entry valid. If your index entry comes before a paragraph mark or end-of-line mark, Word doesn't insert the semicolon.

Entering a new index entry

1. Position the insertion point where you want to type the index entry.
2. Choose Insert Index Entry from the Document menu.

   Word inserts the *.i.* index code before the insertion point, adds a semicolon end-of-entry code, and formats the codes as hidden text. The insertion point remains between the index code and the semicolon so that you can type the entry.
3. Type your index entry. Word formats the text you type as hidden text. You can use the Character command on the Format menu to turn off the hidden formatting.

For information on	See
Creating an index	Index Command Indexing

Insert Page Break Command

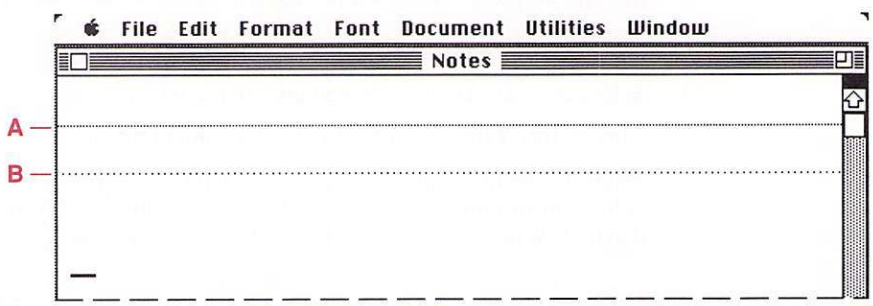
On the Document menu.

Inserts a manual page break mark and starts a new page. The page break mark appears as a dense dotted line. You can reposition manual and automatic page breaks using the Print Preview command.

Unwanted blank pages in your document are often caused by options you set in the Paragraph dialog box, such as Page Break Before. To remove automatic page breaks resulting from this and other paragraph options such as Keep With Next ¶, you must turn off the option. If an option affecting page breaks is turned on and Show ¶ is on, a small box, or properties mark, is displayed at the beginning of the paragraph.

In a section containing multiple columns of text, Insert Page Break breaks a text column and starts a new column on the same page. If the column is the last column on the page, the new column starts on the next page. You might want to break a column of text to ensure, for example, that a heading appears at the top of a column.

In the following illustration, note the difference between a manual page break mark and an automatic page break mark.



A *Manual page break* Manual page breaks remain in the document until you select and delete them as you would any character.

B *Automatic page break* Word inserts and deletes automatic page breaks based on the margin settings and other formatting options.

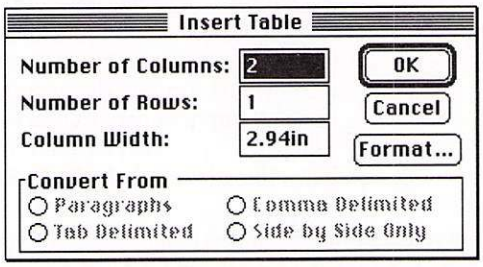
For information on	See
Changing the location of page breaks and removing page breaks	Page Layout
Inserting and removing conditional page breaks caused by paragraph formatting	Page Layout
Making columns the same length on a partially full page (balancing columns)	Page Layout

Insert Table Command

On the Document menu (Full menus only).

The Insert Table command creates an empty table or converts selected text to a table. If you select rows in a table, the Insert Table command changes to the Table to Text command. You cannot insert a table within a table.

NOTE If you insert a table immediately following another table (with no separating paragraph mark) you are in effect adding rows to the first table. Word joins the two tables and treats them as one when you select and format them.



Number of Columns Specifies the number of columns in the table. You can change the number of columns Word initially proposes and add more columns later using the Table command on the Edit menu.

Number of Rows Specifies the number of rows in the table. You can add more rows as you need them. The number is dimmed if you selected text separated by commas or tabs because Word determines the number of rows by examining the selected text. See the Convert From option, later in this topic.

Column Width Specifies the initial width of all columns in the table. Word proposes a column width equal to the current text column width divided by the number of columns minus the default space between columns (.11 inch). You can use Word's proposed values or you can type a number if you want the table to be narrower than the text column. Initially all columns are the same width. You can change individual column widths later using either the ruler or the Cells command on the Format menu.

Convert From If you select text that you want to convert to a table, you must specify how items in the selection are separated. You can use Word's proposed separation, or you can specify one of the following options:

Paragraphs — Used in most text documents. Converts paragraph text to a table. Word initially proposes one column and a number of rows equal to the number of paragraphs in the selection. If a manual page break (Shift-Enter) occurs within a paragraph, Word converts the paragraph into two rows. If you specify a different number of columns, Word adjusts the number of rows.

Tab Delimited	Often used in columns and tables created using tab stops. By default, Word converts each paragraph in the selection into one row in the table. A line of text ended with a line break (Shift-Return) or a manual page break (Shift-Enter) is also converted to a row. Word initially proposes a number of columns based on the greatest number of tab stops within any one paragraph or line in the selection. You can change the proposed number of columns, and Word adjusts the number of rows accordingly.
Comma Delimited	Used in many data documents, especially in form letters and other document merging. Word converts comma- and tab-delimited text the same way.
Side by Side Only	Converts Microsoft Word 3 side-by-side paragraphs into tables but does not convert paragraphs that do not have the side-by-side format. The position of the table and the number of columns is determined by the layout of the side-by-side paragraphs; that is, Word tries to produce a table that looks like the original side-by-side paragraphs.

NOTE Conversion of tab- and comma- delimited text is more predictable when each line is a separate paragraph. When text wraps to the next line, Word may place information in the wrong cells. Also, when converting paragraphs and tab- or comma-delimited text, Word ignores a manual page break that immediately follows a paragraph mark or line break. If the page break precedes a paragraph mark or line break, however, the page break terminates the paragraph or line, and the following paragraph mark or line break is converted to a blank row. You should delete manual page breaks that occur within a paragraph or line you want converted as a single row. Automatic page breaks inserted by Word have no effect.

Format Word creates the table and then displays the Cells command dialog box from the Format menu so that you can format the table.

For information on	See
Changing and formatting tables	Tables
Adding rows or columns	Tables Table Command
Formatting tables	Cells Command
Selecting within tables	Selecting

Insert TOC Entry Command

On the Document menu (Full menus only).

To create a table of contents using Word, you can either create it from the document's outline or enter table of contents codes for each table of contents entry you want. To enter table of contents codes quickly, use the Insert TOC Entry command on the

Document menu. This command automatically inserts the .c. table of contents code and a semicolon end-of-entry code (if necessary) and formats the codes as hidden text.

There are two ways to insert a table of contents entry using this command:

- Select text in your document and then choose Insert TOC Entry from the Document menu. Word enters the proper codes (and formats the codes as hidden text), identifying the selected text as a table of contents entry.
- Position the insertion point where you want to type a new table of contents entry and then choose Insert TOC Entry from the Document menu. Word enters the necessary codes around the insertion point and applies the hidden text character format to the codes and the current insertion point position. You then can type the new entry, which also will be formatted as hidden text.

Formatting existing text as a TOC entry (Full Menus)

1. Select the text you want entered in the table of contents.
2. Choose Insert TOC Entry from the Document menu.

   Word inserts the .c. table of contents code at the beginning of the selection, a semicolon end-of-entry code at the end of the selection, and then formats the codes as hidden text.

NOTE If the selection is followed by a paragraph mark, Word won't insert the semicolon. Instead, Word uses the paragraph mark as the end-of-entry code.

Entering a new TOC entry (Full Menus)

1. Position the insertion point where you want to type the table of contents entry.
2. Choose Insert TOC Entry from the Document menu.

   Word inserts the .c. table of contents code at the insertion point, adds a semicolon end-of-entry code immediately following the table of contents code, and formats the entry as hidden text. The insertion point is positioned between the table of contents code and the semicolon (end-of-entry code) so that you can type the entry.
3. Type the table of contents entry.

   The entry is formatted as hidden text, so it will not print unless you turn on the Print Hidden Text option when you use the Print command.

For information on	See
Creating a table of contents and typing table of contents entries	Table of Contents Table of Contents Command
Printing hidden text	Print Command

Italic Command

On the Format menu.

The Italic command makes the selected characters italic or removes the italic format if all the characters are already italic. If you have multiple formats in your selection, Word uses the first character in the selection to determine whether to turn italic on or off. For example, if the first character in the selection is italic, Word turns off italic for the entire selection.

This text is italic.

You can choose the Italic command before typing so that what you type at the insertion point is italic.

For information on	See
Formatting characters	Character Command, Character Formatting

Keyboard

You don't have to use the mouse to use Word; all commands and operations are accessible with keys or key combinations — two or more keys pressed at the same time. Once you learn the keys, the keyboard can be the fastest way to do many operations.

If a command on a menu has an assigned key combination, the menu lists the key combination beside the command name. Key combinations that you assign to menu commands also are shown.

NOTE The key combinations identified here reflect the original keyboard configuration set by Microsoft. If you are using a different keyboard configuration, the key combinations used for the original keyboard commands may no longer be accurate. However, the commands function in the same manner regardless of the key combination you assign. You also can add any keyboard command to a menu.

On the menus, special symbols identify the following keys:

Key	Menu Symbol
Enter	⌅
Command	⌘
Option	⌥
Shift	⇧
Spacebar	␣
Numeric keypad	⌨

NOTE If you are using version 5.0 or later of the Macintosh system software and have difficulty typing with both hands or using the mouse, you can use the Macintosh Easy Access features "sticky keys" and "mouse keys." With the sticky keys feature, you can type key combinations without having to press the modifier keys Command, Option, Control, and Shift simultaneously. The mouse keys feature allows you to point, click, and drag the mouse using the 10-key numeric keypad instead of the mouse. For more information about these features, see your *Macintosh New Features Update* book.

Descriptions of keys and key combinations are grouped as follows to help you learn the key actions quickly:

- Typing and special keys
- Menus
- Commands
- Dialog boxes
- Moving the insertion point and selecting
- Editing
- Character formatting
- Paragraph formatting
- Outlining keys
- Mouse and command modifier keys

NOTE The descriptions of the keyboard found under this topic apply to the Macintosh Plus, Macintosh SE, and the Macintosh II extended keyboard (Apple Extended Keyboard). Function keys and the keys home, end, page up, page down, and help are available only on the extended keyboard. If you have an original Macintosh keyboard, refer to Appendix B, "The Original Keyboard" for the list of keys and the tasks they perform.

Each type of key combination relates to a group of actions, as described in the following table:

Key combination	Type of action
Typing or special keys	Insert character.
Shift	Inserts uppercase character with typing keys. Selects text with scrolling keys.
Option	Inserts alternate characters and symbols. Keycaps command on Apple menu displays these.
Command	Chooses a command.
Clear (on keypad)	Alternates keypad between numeric keypad and editing keys that move the insertion point (in the original keyboard configuration). This is sometimes called "number lock." Typing on the numeric keypad inserts numbers and symbols shown on the keys. "Num. Lock" appears in the lower-left corner of the window.
Command-Option	Edits text (for example, scrolling and deleting).
Command-Shift	Formats text (for example, bold characters or centered paragraphs).

Knowing these groups will help you decide which combination to use for a particular action. For many of the keys used with these combinations, the letter matches the name of the action. For example, to make text bold, you use the Command-Shift combination (for formatting), plus "b" (for bold).

IMPORTANT Some of the keyboard commands are available only when you are working with Full menus. If you hear a beep when you try one of the formatting or editing keys, for example, check to see if you are working with Full menus.

Typing and Special Keys

When there is an insertion point, typing inserts characters into the document. If text is selected, typing replaces the selection with the typed characters. The Shift key inserts uppercase letters or the upper character on the other typing keys. The Caps Lock key inserts uppercase letters but has no effect on the other typing keys.

The following keys insert characters that have special meanings in Word documents. If Hide ¶ is turned on, some of these characters are invisible, and some of them appear the same (for example, a regular space and a nonbreaking space). You can display them and make them distinguishable from each other by choosing the Show ¶ command.

Regular Space ***(Spacebar)***

Inserts a space. The width of the space depends on the font and the selected character spacing. In justified paragraphs, regular spaces may vary in width to fill out the lines.

Tab Mark ***(Tab)***

Inserts a tab mark, which is shown as a bold right arrow and a space that extends to the next tab stop in the line. For more information on tab stop alignment and the appearance of the tab mark, see "Tabs."

Within a table, you can use the Tab key to move the insertion point to the next cell in the row or, if you're at the end of a row, to the first cell in the next row. To insert a tab mark inside a table cell, press Option-Tab. If you are in the last cell of the last row of a table, pressing Tab adds a row.

Paragraph Mark ***(Return) or (Enter)***

Inserts a paragraph mark and starts a new paragraph.

Insert Nonbreaking Space ***(Option-Spacebar) or (Command-Spacebar)***

Inserts a space that is one digit wide. Prevents a line break on either side of it. A nonbreaking space is not expanded in justified paragraphs.

Insert Nonbreaking Hyphen ***(Command-~)***

Inserts a hyphen (displayed as ¬ with Show ¶ on) that is the same width as a regular hyphen but prevents a line break on either side of it. You do not need to press Shift when pressing the key with the tilde (~).

Insert Optional Hyphen ***(Command--(hyphen))***

Inserts a hyphenation point, which is invisible until you turn on the Show ¶ command or a line break occurs after the optional hyphen. In the latter case, the optional hyphen looks like a regular hyphen. For more information on optional hyphens and inserting them automatically, see "Hyphenating."

Insert Line Break ***(Shift-Return)***

Inserts an end-of-line mark and starts a new line, but not a new paragraph. Line breaks are useful in addresses or tables where you want to maintain paragraph formats but need to start a new line.

Insert New Section ***(Command-Enter)***

Inserts a section mark, which ends the paragraph and starts a new section with the same formats as the previous section and paragraph. For information on how a section break affects page layout or justified paragraphs, see the "Aligning Paragraphs" or "Sections."

Menus ***(Period on keypad)***

The following method for choosing commands is especially useful for choosing commands without Command key combinations. For the Command key combinations, see the next section, "Commands," in this topic.

Pressing Command-Tab or the period on the keypad activates the menu bar, which is then highlighted. Number Lock must be off if you use the keypad period. The next key you press specifies the menu to be pulled down.

After activating the menu bar, you can press one of the following keys:

- *A letter* Word pulls down the first menu from the left that begins with that letter.
- *A number from 0–8* The 0 pulls down the Apple menu, 1 pulls down the File menu, and so on. The 8 pulls down the Work menu if it is present. You can use the keypad or the typing keys.
- *An arrow key* The Left Arrow key pulls down the last menu on the right (Window or Work). The Right Arrow key pulls down the File menu. After a menu is pulled down, the Left and Right Arrow keys pull down the next menu in that direction, with the sequence looping around at each end of the menu bar. Although the 4 and 6 on the keypad initially pull down the Font and Utilities menus, you then can use them as you do the Left Arrow and Right Arrow keys.

After activating the menu bar, you have five seconds to press one of the above keys. After five seconds, Word cancels the menu activation, and you can continue to use Word as usual. After you pull down a menu, there is no time limit.

After pulling down a menu, you can press the Up and Down Arrow keys or the 8 and 2 keys on the keypad to move the highlight over the command names. Or, you can press the initial letter of the command you want to choose. If more than one command has the same initial letter, press the letter key until the highlight is on the command you want to choose. You also can use the mouse at this point. If you choose a command with the keyboard, press either Return or Enter to finish choosing the command.

To cancel menu activation, press Backspace, Delete, or Command-. (period).

Commands ***(Command and Function Keys)***

Many menu commands have a Command key combination displayed to the right of the command name. By pressing the Command key combination, you can quickly choose a command without using the mouse.

If you have an Apple Extended Keyboard, you also can choose some commands with the function key combination displayed beside the command name on the menu. (If a command has both function key and command key combinations assigned to it, only the command key combination is displayed.) To turn off the display of function key assignments on the menu, turn off the Show Menu Function Key option, available through the Commands command on the Edit menu.

To choose	Press Command-	To Choose	Press this function key combination
Again	A	Character	F14
Calculate	=	Copy	F3
Change	H	Cut	F2
Character	D	Document	Command-F14
Close	W	Edit Link	Option-F2
Copy	C	Hyphenate	Shift-F15
Cut	X	New	F5
Define Styles	T	New Window	Shift-F5
Find	F	Open	F6
Find Again	Option-A or = on keypad	Open Any File	Shift-F6
Footnote	E	Outlining	Shift-F13
Glossary	K	Page Setup	Shift-F8
Go Back	Option-Z or 0 on keypad	Page View	F13
Go To	G	Paragraph	Shift-F14
New	N	Paste	F4
Open	O	Paste Link	Option-F4
Outlining	U	Plain For Style	F9
Page View	B	Plain Text	Shift-F9
Paragraph	M	Print	F8
Paste	V	Print Preview	Option-F13
Plain For Style	Shift-Spacebar	Renumber	Command-F15
Plain Text	Shift-Z	Save	F7
Print	P	Save As	Shift-F7
Print Preview	I	Section	Option-F14
Quit	Q	Spelling	F15
Repaginate Now	J	Undo	F1
Save	S	Update Link	Option-F3
Show ¶/Hide ¶	Y	WordCount	Option-F15
Show Ruler/Hide Ruler	R		
Spelling	L		
Undo	Z		

Dialog Boxes

When you choose a command that has a dialog box, you can use the keyboard to choose and edit any of the options in the dialog box.

Next Text Box ***(Tab)***
Previous Text Box ***(Shift-Tab)***

Moves insertion point from text box to text box, in each case selecting the entire contents of the text box. Using Tab and Shift-Tab makes it easy to delete or completely replace a text box entry.

List Box Select ***(Up Arrow) or (Down Arrow)***

Moves selection up or down in the active list box. You also can select from the displayed list by typing the first letter of the item name.

Next Group ***(Right Arrow)***
Previous Group ***(Left Arrow)***

Moves to the next or previous group of options, including text boxes. These keys are especially useful when used with Command-Tab because they move quickly to the group.

Next Option ***(Command-Tab) or (Period on keypad)***
Previous Option ***(Command-Shift-Tab) or (Shift-Period on keypad)***

Moves a dotted underline, which flashes momentarily, from one option to the next through the dialog box so that you can adjust the settings. Command-Shift-Tab moves in the opposite direction.

Click Item ***(Command-Spacebar) or (0 on keypad)***

Both key combinations "click" check boxes, options, and buttons. They also click the arrow of the active list box, displaying the items in the list. You then can scroll through the list using the Up Arrow and Down Arrow keys; press Return or Enter to complete the selection from a list. Command-Spacebar can be used after moving to an option with Command-Tab.

Click Item Directly ***(Command-letter)***

Works like Click Item, except moves to, then sets, the first option that begins with the letter typed. For example, in the Character dialog box, Command-B turns on or turns off the Bold check box.

This method works for all dialog box options with unique initials, including buttons. Thus, OK will be Command-O, and Cancel will be Command-C, if these are the first items in the dialog box beginning with those letters.

Open Folder ***(Command-Down Arrow)***
Close Folder ***(Command-Up Arrow)***

In a dialog box that lists folders and files (for example, Open, Save As, or Delete), Open Folder opens the selected folder, if any, just as double-clicking it does. If no folder is selected, Command-Down Arrow acts the same as Down Arrow; that is, it selects the next file in the list.

Close Folder closes the open folder and returns to the enclosing folder, if any. This is the same action as opening the folder label above the list box and choosing the enclosing folder.

Choose OK ***(Return) or (Enter)***

Closes an open dialog box and completes the command. Selecting OK applies any selected options and carries out selected actions.

Choose Cancel ***(Command-.)***

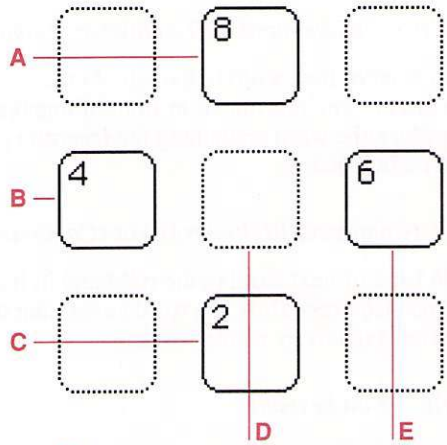
Closes an open dialog box. Options that you have set in a dialog box but have not applied or carried out are discarded. If you have completed a command action before selecting Cancel, however, that action is not undone. For example, in the Spelling, Word Count, and Hyphenate commands, Cancel stops the command activity and closes the dialog box. In dialog boxes that have an Apply button (such as the formatting commands Character, Paragraph, Document, Section, Styles and so on) only the settings that you change after choosing the Apply button are discarded when you choose Cancel. In print preview, selecting Cancel returns you to the previous view of the document. Other command actions that are retained when you choose Cancel are as follows:

Commands	Changes that you make to the menus and key assignments are reflected in the current configuration.
Print Preview	If you reposition margins, page numbers, page breaks, and other page elements in print preview, the new locations are retained.
Glossary	New glossary entries that you copy by opening another glossary file are retained in the glossary of the current document.
Define Styles	New styles copied by opening another document are retained in the style sheet of the current document.

Moving the Insertion Point and Selecting

You can use keys to move the insertion point to any place in your document. The same keys that move the insertion point will select text if you also press the Shift key. When you hold down Shift, the insertion point selects as it moves.

The keys that move the insertion point are placed on the keyboard in a pattern that suggests their action. On the keypad, think of the number 5, which performs no action, as representing the current position of the selection or the insertion point. The direction of a key away from 5 is the direction that key moves the insertion point.



A *Up*
B *Left*
C *Down*
D *Current position*
E *Right*

REMEMBER You can select text by holding down the Shift key while pressing the following keys.

Up ***(Up Arrow) or (8 on keypad)***

Moves insertion point up one line. If text is currently selected, the insertion point moves up to the line above the line containing the beginning of the selection.

Because characters are different widths and because lines are different lengths, the insertion point seldom follows a straight path through text. The insertion point will remain as close as possible to the horizontal position it had before you moved it up.

Down ***(Down Arrow) or (2 on keypad)***

Moves insertion point down one line. Same behavior of insertion point as described for Up, but in opposite direction.

Left ***(Left Arrow) or (4 on keypad)***

Moves insertion point one character to the left. At the beginning of a line, moves to last character on previous line. If text is selected, insertion point moves left from the upper-left character of the selection.

Right ***(Right Arrow) or (6 on keypad)***

Moves insertion point one character to the right. At the end of a line, moves to first character on next line. If text is selected, insertion point moves right from the lower-right character of the selection.

Move to Previous Word ***(Command-Left Arrow) or (Command-4 on keypad)***

Moves insertion point in front of next word to the left. At the beginning of a line, moves in front of last word on previous line or in front of line break character if there is one. If you also press Shift, the word containing the insertion point is selected first, then selection extends by whole words.

Move to Next Word ***(Command-Right Arrow) or (Command-6 on keypad)***

Moves insertion point in front of next word to the right and in front of line break character if there is one. If you also press Shift, the word containing the insertion point is selected first, then selection extends by whole words.

Move to Start of Line ***(7 on keypad)***

Moves insertion point to the beginning of the line.

Move to End of Line ***(1 on keypad)***

Moves insertion point before the character at the end of the line, normally a space or an end-of-line or paragraph mark.

Move to Previous Sentence ***(Command-7 on keypad)***

Moves insertion point to the previous sentence break. If you also press Shift, the sentence containing the insertion point is selected first, then selection extends backwards by whole sentences.

Move to Next Sentence ***(Command-1 on keypad)***

Moves insertion point to the next sentence break. If you also press Shift, the sentence containing the insertion point is selected first, then selection extends forward by whole sentences.

Move to Next Page ***(Command-page down)***

Moves insertion point to the top of the next page. The document must have been paginated.

Move to Previous Page ***(Command-page up)***

Moves insertion point to the top of the previous page. The document must have been paginated.

Move to Previous Paragraph ***(Command-Up Arrow) or (Command-8 on keypad)***

Moves insertion point to previous paragraph break. If you also press Shift, the paragraph containing the insertion point is selected first, then selection extends backwards by whole paragraphs.

Move to Next Paragraph **(Command-Down Arrow) or (Command-2 on keypad)**

Moves insertion point to next paragraph break. If you also press Shift, the paragraph containing the insertion point is selected first, and then selection extends forward by whole paragraphs.

Move to Top of Window **(Command-5 on keypad) or (home)**

Moves insertion point to the upper-left corner of the screen.

Move to Bottom of Window **(end)**

Moves insertion point to the lower-left corner of the screen.

Scroll Screen Up **(9 on keypad) or (page up)**

Moves insertion point up in the document by approximately one screenful. The insertion point travels up in the same manner as for Up.

Scroll Screen Down **(3 on keypad) or (page down)**

Moves insertion point down in the document by approximately one screenful. The insertion point travels down in the same manner as for Down.

Scroll Line Up **(* on keypad)**

Scrolls the document up by one line, but does not move the insertion point; same as clicking the down scroll arrow in the vertical scroll bar.

Scroll Line Down **(+ on keypad)**

Scrolls the document down by one line, but does not move the insertion point; same as clicking the up scroll arrow in the vertical scroll bar.

Move to Start of Document **(Command-9 on keypad) or (Command-home)**

Moves insertion point in front of first character at the beginning of the document.

Move to End of Document **(Command-3 on keypad) or (Command-end)**

Moves insertion point after the last character at the end of the document.

Select Whole Document **(Command-Option-M)**

Selects whole document.

Extend Selection to Character **(Command-Option-H) or (– (minus) on keypad)**

Turns on a special extend selection mode so that the selection extends to the next instance of the character you type. "Extend to" appears in the lower-left corner of the window. Type the character you want the selection extended to. This extend mode remains in effect until you perform a Word action or change the selection by another means.

Move Between Table Cells/Page View Text Areas

When the insertion point is positioned within a table, you can use the following keys to move between cells. In page view, you can use the same keys to move between individual text areas of each page element.

To move to	Press Command-Option and the following key on the keypad
First cell in table/first text area on page	7
Last cell in table/text area on page	1
Preceding cell in table/text area on page	9 or Shift-Tab (table only)
Next cell in table/text area on page	3 or Tab (table only)
Cell/text area immediately above current cell/text area	8
Cell/text area immediately below current cell/text area	2
Cell/text area immediately to left of current cell/text area	4
Cell/text area immediately to right of current cell/text area	6

Editing ***(Command-Option Keys)***

Delete ***(Backspace) or (Delete)***

Deletes the selection, but when there is an insertion point, deletes the character to the left. Deleting with the Backspace or Delete key does not change the Clipboard.

The Undo command treats typing and backspacing as a single editing action. So, Undo reverses both together, not just the last backspace.

Backspace or Delete will beep instead of deleting a paragraph mark between two paragraphs with different formats. This prevents losing paragraph formats unintentionally. If the paragraph mark is selected, Backspace deletes it.

Delete Forward ***(Command-Option-F) or (Del on extended keyboard)***

Deletes like Backspace, but when there is an insertion point, deletes character to right.

Delete Previous Word ***(Command-Option-Backspace)***

Deletes like Backspace, but when there is an insertion point, deletes the word surrounding or to the left of the insertion point.

Delete Next Word ***(Command-Option-G)***

Deletes like Backspace, but when there is an insertion point, deletes the word to the right of the insertion point. If the insertion point is in a word, deletes the portion of the word to the right of the insertion point.

Cancel ***(Command-. (period))***

Cancels the operation in progress or closes a dialog box (same as clicking the Cancel button). This key combination is most useful during long processes, such as printing

or finding (Find command) in a long document, or any other time when the wristwatch pointer appears.

Also cancels special modes, such as adding or subtracting commands on menus, Help, extend selection, keyboard copy and move, and so on.

Find Formats ***(Command-Option-R)***

Searches for text with either character or paragraph formats, depending on the selection when you press the key combination.

- To find a single, specific character format, select a character with that format only.

When searching for multiple formats, Word may not find exact matches due to its search criterion. Word sets the search criterion by examining the selection one character format at a time in the following order:

1. Any combination of character formats that you can turn on and off: Bold, Italic, Strikethru, Outline, Shadow, Small Caps, All Caps, and Hidden Text
2. Underline style (Underline, Word Underline, Double Underline, Dotted Underline)
3. Superscript and Subscript
4. Expanded and Condensed
5. Color
6. Font

As soon as Word identifies one of these character formats, it stops and uses that character format as the criterion for the search. For example, if you select text that has both bold and single underline formats, Word searches for text formatted only as bold. Word examines the selected text, identifies the bold character format, and using bold as the criterion, begins searching the document for bold character formatting.

To find a paragraph format, select a paragraph with the formats you want to find, including the paragraph mark.

Word selects the text it finds. If the search reaches the end of the document, Word asks if you want to continue from the beginning of the document.

To search again for text with the same formats as your original selection, choose Find Again on the Utilities menu. Choosing Find Formats (Command-Option-R) again searches for formats like that of the current selection, which may include formats you didn't originally search for.

You can find and replace formats by using Find Formats, reformatting the first piece of text found, then alternating between Find Again and the Again command on the Edit menu.

New ¶ with Same Style ***(Command-Return)***

Inserts a paragraph mark after the insertion point. The new paragraph has the same style as the preceding paragraph even if you specified a next style when you defined the style of the preceding paragraph. That is, if you typed the name of a different style in the Next Style box when you defined the preceding paragraph style with the Define Styles command, inserting a paragraph mark using Command-Return overrides the next style.

New ¶ After Insertion Point **(Command-Option-Return)**

Inserts a paragraph mark after the insertion point. This command is useful when you want to insert a new paragraph mark but continue typing in the current paragraph. When you insert the paragraph mark, the following text moves to a new line, and the insertion point remains in its current position. You may want to use this command, for example, when inserting text in the middle of a paragraph to avoid the distraction of the following text being pushed to the right as you type. To remove this paragraph mark, use Delete Forward (Command-Option-F) when you've finished typing.

Insert ¶ Above Row **(Command-Option-Spacebar)**

Inserts a normal paragraph mark between two rows in a table or before the first row of a table.

Move to Next Window **(Command-Option-W)**

Activates another window and brings it to the top with the same selection it had previously. Next Window moves sequentially through the windows, which makes it easy to see each window in turn.

Zoom Window **(Command-Option-])**

Reduces the active window to its alternate size and position or returns the window to its standard size. Word determines the initial alternate size based on the number of open documents. You can change the alternate size and position of the window by dragging the size box and dragging the window by the title bar. When you press Command-Option-] again, Word saves the new alternate position and size and returns the window to its standard size. On standard monitors such as the monitor for a Macintosh SE, the standard window is full size. In the case of large monitors such as the Macintosh II monitor, the standard window size is based on the page size and margins, and may not fill the width of the screen.

Split Window **(Command-Option-S)**

Splits the active window horizontally. Removes the split if the window is split already.

Open Footnote Window **(Command-Option-Shift-S)**

Opens or closes the footnote window. If your document has no footnotes, Word beeps and does not open the footnote window.

Insert Glossary Text **(Command-Backspace) or (Command-Delete)**

This command provides a quick way to insert the text of a glossary entry with the keyboard, instead of using the Glossary dialog box. When you press Command-Backspace, "Name" appears in the lower-left corner of the window. You then type the name of the glossary entry. What you type replaces "Name." If you make a mistake, you can edit as in any text box. When you finish, press Return to insert the glossary

entry text and continue your work. For information on glossary entries and naming them, see "Glossaries."

Insert Formula ***(Command-Option-\)***

Inserts the formula character, which appears on the screen as a backslash with a dot under it when Show ¶ is turned on. With Hide ¶ turned on, the formula character is not shown; instead, the formula appears as it will when printed. For information on entering formulas, see "Formulas."

Copy Text ***(Command-Option-C) or (Shift-F3)***

Copies the selection to a destination.

You first select the source text you want to copy, then press Command-Option-C ("Copy to" appears in the lower-left corner of the window). To complete the copying, select a destination and press either Return or Enter. The destination selection is shown with a dotted underline. If the destination is an insertion point, the source text is inserted there. If the destination is a selection, the source text replaces the destination text.

If there is an insertion point instead of a selection when you press Command-Option-C, "Copy from" appears in the lower-left corner of the window. In this case, you then select the source text you want to copy. When you press Return or Enter, Word inserts this source text at the original insertion point. This is handy when, as you are typing, you realize you need to insert a copy of some text from another part of the document.

Notice that Command-Option-C parallels Command-C, the Copy command.

Move Text ***(Command-Option-X) or (Shift-F2)***

Moves the selection to a destination. The steps and insertion rules are the same as for copying. "Move to" appears in the lower-left corner of the window.

If the initial selection is an insertion point, as it is during typing, pressing Command-Option-X means "Move from," which appears in the lower-left corner of the window. For more information, see "Copy Text," above.

Notice that Command-Option-X parallels Command-X, the Cut command.

Copy Formats ***(Command-Option-V) or (Shift-F4)***

Copies the formats of the selection to a destination.

You first select the source text whose formats you want to copy, then press Command-Option-V ("Format to" appears in the lower-left corner of the window). To complete the copying, select a destination and press either Return or Enter. The destination selection is shown with a dotted underline.

If there is an insertion point instead of a selection when you press Command-Option-V, "Format from" appears in the lower-left corner of the window. In this case, you then select the source text whose formats you want to copy. When you press Return or Enter, the formats are copied to the insertion point. Text you type subsequently will have the copied formats.

The type of format (character or paragraph) that is copied depends on how you select the source text. Selecting an entire paragraph tells Word you want to copy paragraph formats. If you do not include the paragraph mark in the selection, Word copies the character formats of the first character in the selection instead of copying paragraph formats.

Paste Special Character ***(Command-Option-Q)***

Provides a way to insert any character by typing its decimal character code. The codes may be found in the character code tables supplied with individual fonts. Most of the font characters are available through the keyboard or through Option or Shift-Option key combinations.

When a single character is selected, Command-Option-Q displays the decimal code of the selected character in the lower-left corner of the window.

For the decimal character codes of all Macintosh characters, see Appendix D, "The Macintosh Character Set."

Copy as Picture ***(Command-Option-D)***

Transforms the selection into a MacDraw graphic and places it on the Clipboard. You can paste it into your document and handle it as you do any graphic. This command is useful for turning mathematical formulas into graphics so that you can paste them into other programs.

Character Formatting ***(Command-Shift)***

Command-Shift, when combined with the following keys, changes the character formats of the selection. If there is only an insertion point, the insertion point receives the formats and applies them as you type new text.

For example, to type and format the text:

The orchestra will play Schumann's Manfred overture.

you type:

The orchestra will play Schumann's (Command-Shift-U) *Manfred* (Command-Shift-U) *overture.*

Your fingers don't need to leave the keyboard, and using these keys is much faster than choosing Underline from the Format menu.

Notice that you press the same key combination to start applying a format as you do to stop. This action is called "toggling." The following table shows the character formatting keys that toggle. You can remove all character formatting of this type from selected text by choosing the Plain Text command from the Format menu or by pressing Command-Shift-Z. Following the table is a list of the more complex formatting choices. For information on character formatting, see "Character Formatting."

For this format	Press Command-Shift-	Apple Extended Keyboard
Bold	B	F10
Italic	I	F11
Underline	U	F12
Word Underline	]	Command-F12
Double Underline	[	Shift-F12
Dotted Underline	\	Option-F12
Strikethru	/	
Outline	D	Shift-F11
Shadow	W	Option-F11
Small Caps	H	Option-F10
All Caps	K	Shift-F10
Hidden	X	Option-F9

NOTE The Small Caps and All Caps formats affect only lowercase characters.

The following key combinations apply character formats but do not toggle. To return to normal text after applying the following character formats, use the Plain For Style command (or press Command-Shift-Spacebar).

Change Font ***(Command-Shift-E)***

"Font" appears in the lower-left corner of the window, prompting you to type a font name and then press Enter or Return. In most cases, the initial letter is enough to identify the font name. For information on the lower-left window area, see "Windows."

You can type a font number for a font that is not loaded in your system files, but will be available on another system.

Larger Font Size ***(Command-Shift->)***

Changes the font size from its current size to the next larger size, if any, in the following list:

7, 9, 10, 12, 14, 18, 24, 36, 48, 60, 72

For example, font size 14 would become 18, size 10 would become 12, and so on. The font sizes of all text in the selection are changed to the next larger size.

Smaller Font Size ***(Command-Shift-<)***

Changes the font size from its current size to the next smaller size, if any, in the list shown under "Larger Font Size," above. The font sizes of all text in the selection are changed to the next smaller size.

Symbol Font ***(Command-Shift-Q)***

Changes the selection to the Symbol font. If there is only an insertion point, the change is effective for the next character only. This action is effective for typing mathematical formulas when you need only one or two symbol characters.

To see the available symbols, choose Key Caps from the Apple menu.

For another method of inserting special characters, see the Paste Special Character command described earlier and Appendix D, "The Macintosh Character Set."

Subscript ***(Command-Shift-–)***

Moves the text below the baseline by 2 points. When you are formatting text that is not already subscript or superscript format, this key combination also reduces the font size of the selection by one size (see the list under "Larger Font Size," earlier in this topic). For example, 12-point text would become 10-point.

Superscript ***(Command-Shift-+)***

Moves the text above the baseline by 3 points. This key combination has the same effect on the font size of the selection as Subscript has.

Paragraph Formatting ***(Command-Shift)***

Command-Shift, when combined with the following keys, changes the paragraph formats of the selected paragraph. To select a single paragraph for formatting, simply position the insertion point within the paragraph.

These keys choose options found in the Paragraph dialog box and the Styles dialog box. For information on the formatting options, see "Paragraphs" and "Styles: Formatting the Easy Way."

Normal Paragraph ***(Command-Shift-P)***

Resets the paragraph style to Normal style. If you choose this command when the Define Styles dialog box is open, all paragraph and character formats are removed from the selected style, leaving only the formatting defined in the based-on style. For the definition of Normal style, see "Default Settings." To change the definition of Normal, see "Styles: Formatting the Easy Way."

Change Style ***(Command-Shift-S)***

Starts style choice operation.

When you press Command-Shift-S, "Style" appears in the lower-left corner of the window. You then type the style name and press either Return or Enter to apply the style to the selection. For information on styles and style names, see "Styles: Formatting the Easy Way."

Flush Left ***(Command-Shift-L)***

Aligns the selected paragraphs at the left indent.

Flush Right ***(Command-Shift-R)***

Aligns the selected paragraphs at the right indent.

Centered ***(Command-Shift-C)***

Centers the selected paragraphs.

Justified ***(Command-Shift-J)***

Aligns the selected paragraphs at both the left and right indents. Spaces are expanded as needed to fill out each line.

First Line Indent ***(Command-Shift-F)***

Sets the first line indent of the selected paragraphs one nesting level to the right, relative to the other lines in the paragraphs. For nesting level definition, see "Nest Paragraph," following.

Nest Paragraph ***(Command-Shift-N)***

Moves the left indents of the selected paragraphs one nesting level to the right. The nesting level distance is the default tab stop distance set in the Document dialog box. It is initially a half inch.

Unnest Paragraph ***(Command-Shift-M)***

Moves the left indents of the selected paragraphs one nesting level to the left,but not beyond 0 (zero). See "Nest Paragraph," above, for nesting level definition.

Hanging Indent ***(Command-Shift-T)***

Creates a hanging indent at the first default tab stop. All lines after the first line of the paragraph are shifted to the right and line up at the first default tab stop. Tab stop settings are determined by the setting in the Document command and initially are a half inch.

Double Space ***(Command-Shift-Y)***

Sets line spacing for the selected paragraphs to 24 points per line (one-third inch, or 3 lines per inch).

Open Spacing ***(Command-Shift-O)***

Sets Space Before for the selected paragraphs to 12 points (one-sixth inch). This format opens extra space between paragraphs and can be used in place of an extra paragraph mark.

Outlining Keys

When you are displaying a document as an outline, some of the keys change to help you manipulate the outline.The arrow keys on the Macintosh Plus keyboard perform outlining actions. The other scrolling keys perform the same actions they do when not in outline view. Even if a window is not in outline view, pressing Command-Option-T before you press certain scrolling keys performs outlining actions.

As the following table shows, the keyboard actions correspond to the actions of the icon bar in outline view. The second and third columns apply to the standard Macintosh Plus and Macintosh SE keyboards and to the Macintosh II extended keyboard. The third column applies also to the original Macintosh keyboard.

To	In outline view, press	Press Command-Option-T then
Promote heading ←	Left Arrow	K or 4 on keypad
Demote heading →	Right Arrow	L or 6 on keypad
Move heading up ↑	Up Arrow	O or 8 on keypad
Move heading down ↓	Down Arrow	, or 2 on keypad
Demote heading to body text ⇒	Command-Right Arrow	>
Expand text +	+ (keypad)	+
Collapse text –	– (keypad)	–
Display headings to selected level 1 2 3 4		1, 2, 3, 4... (not keypad)
Display all	* (keypad)	A
Display first line only	= (keypad)	B
Display character formatting ff	/ (keypad)	F

In addition to these keys that match the icon bar in outline view, there is a special combination for collapsing only the selected heading:

Collapse Selection ***(Command-– (minus) on keypad)***

Collapses the selected heading but not its subheadings or body text.

To expand the heading again, do one of the following:

- Press + (plus) while the collapsed heading is still selected.
- If you have moved away from the collapsed heading by selecting or moving the insertion point, select the previous heading and press + (plus).
- If the collapsed heading is the first paragraph of the document, select the following paragraph and press + (plus).

Mouse and Command Modifier Keys

Certain key combinations change the action of the mouse or commands and, in some cases, change the shape of the mouse pointer to indicate the modification.

Help ***(Command-?)***

Changes mouse pointer to question mark, which can be used to request help information about a particular command or dialog box.

Add to Menu ***(Command-Option-+)***

Changes mouse pointer to bold plus sign. When you click a dialog box option with the plus sign pointer, that option is added to a menu as a command. You also can add document names, glossaries, paragraph formats from the ruler, window titles, and styles to the menus. For a list of features and options that can be added to menus, see "Menus."

Remove from Menu ***(Command-Option--)***

Changes mouse pointer to bold minus sign. You can use the minus sign pointer to remove any command or feature from a menu.

Assign to Key ***(Command-Option-+ on keypad)***

Changes mouse pointer to the Apple command key symbol (cloverleaf). You can use the pointer to assign key combinations to dialog box options, paragraph formats from the ruler, and other items, except document names and border formats.

List All Files ***(Shift-Open)***

To see a list of all files on the disk, rather than only Word documents, hold down Shift while choosing the Open command from the File menu. This method is especially useful for programmers.

Full Repagination ***(Shift-Repaginate Now)***

Word normally repaginates only when you've made changes since the last repagination; the document is paginated only as needed to modify the updated pages. To force a full repagination of the document when you have made no editing or formatting changes, hold down Shift while choosing the Repaginate Now command from the Document menu. You may need to force a repagination, for example, when transferring a document to a system that does not have some of the fonts used in the document.

Descending Sort ***(Shift-Sort)***

To sort in descending order (Z–A, 9–1), rather than the default ascending order (A–Z, 1–9), hold down Shift while choosing the Sort command from the Document menu. For example, use Descending Sort when you are sorting a column of dollar amounts and want the largest amount at the top.

Extend Selection ***(Shift)***

To extend the current selection, hold down Shift and then click where you want the selection extended to. Extend Selection can be used with every type of mouse selection. For information on keyboard selection methods, see "Moving the Insertion Point and Selecting," earlier in this topic.

Select Whole Document ***(Command)***

To select the whole document, hold down Command while clicking the mouse in the selection bar (left edge of window).

Block Selection ***(Option) or (Option-Shift)***

To make a selection that is a rectangular block, regardless of the shape of the text you select, hold down Option and drag the mouse. A character is considered selected if at least half of the character is within the selection. (Lines of proportional-space fonts do not always line up into neat, vertical columns.)

To extend the selection as a block from the upper leftmost corner of the current selection, hold down Option-Shift and then click where you want the end of the selection. Word extends the block selection from the starting point of your original selection.

Block selections are most useful in tables. You can perform the following actions on a block selection:

- Character formatting
- Cut
- Copy
- Paste

  The source of the paste can be a block selection, but the destination must be an insertion point only.
- Calculate

If you make a block selection and copy it to the Clipboard, and then quit Word or switch to another program under MultiFinder, the Clipboard will contain lines separated by paragraph marks.

When copying, deleting, or moving columns in a table you created with tab stops rather than the Insert Table command, be sure to include a tab mark for each line to maintain proper alignment when the column arrives at its new destination.

Table Selection ***(Option)***

To select a single column of a table, hold down Option and click the mouse button in any cell of the column. To select the entire table, hold down Option and double-click the mouse button in any cell. For other techniques to select within a table, see "Tables."

Open Footnote Window ***(Shift-Split)***

To open the footnote window instead of splitting the document window, hold down Shift while dragging the window split bar down the vertical scroll bar. For information on the footnote window, see "Footnotes."

Release Left Indent ***(Shift)***

To drag the left indent marker on the ruler independently of the first line indent marker, hold down Shift and drag. Normally, dragging the left indent marker drags the first line indent marker with it to maintain their relative positions.

Adjust Margins ***(Shift)***

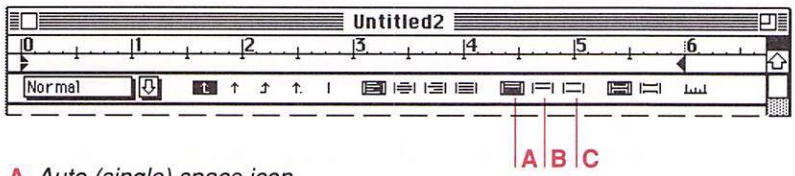
If you want to drag headers or footers inside the margins during Print Preview, hold down Shift and drag. This method changes the margin settings and sets them as immovable (they receive a negative measurement).

Line Spacing

Line spacing is the vertical space that defines the height of lines. The default setting for Word is automatic single spacing: this means that Word automatically adjusts line spacing to accommodate the largest font size within the line. Word measures line spacing in points.

You can change line spacing in either of two ways.

- Click one of the line spacing icons on the ruler.



A *Auto (single) space icon*
B *One-and-one-half space icon allows 18-point space.*
C *Double space icon allows 24-point space.*

- Use the Paragraph command to specify the space between lines.

You can apply line spacing to one paragraph or to a group of paragraphs.

Changing line spacing with the ruler

1. Select the paragraph(s).
2. Choose Show Ruler from the Format menu.
3. Click the icon for the line spacing you want.

Changing line spacing with the Paragraph command (Full Menus)

1. Select the paragraph(s).
2. Choose Paragraph from the Format menu.

   The Line box may contain the word "Auto." This reflects Word's default automatic line spacing.
3. Type the amount of line spacing you want in the Line box.

   You can type *0* or *auto* to get automatic spacing.

   You can specify the space you want before or after the paragraph(s) by typing the amount in the Before or After box.

Word adjusts the line spacing to fit the tallest character on a line. For fixed spacing, type a negative number; Word uses the absolute value of the number.

For information on	See
Using the Paragraph command to specify line spacing	Paragraph Command
Displaying the ruler	Show Ruler/Hide Ruler Command
Formatting with the ruler	Ruler
Points	Measures

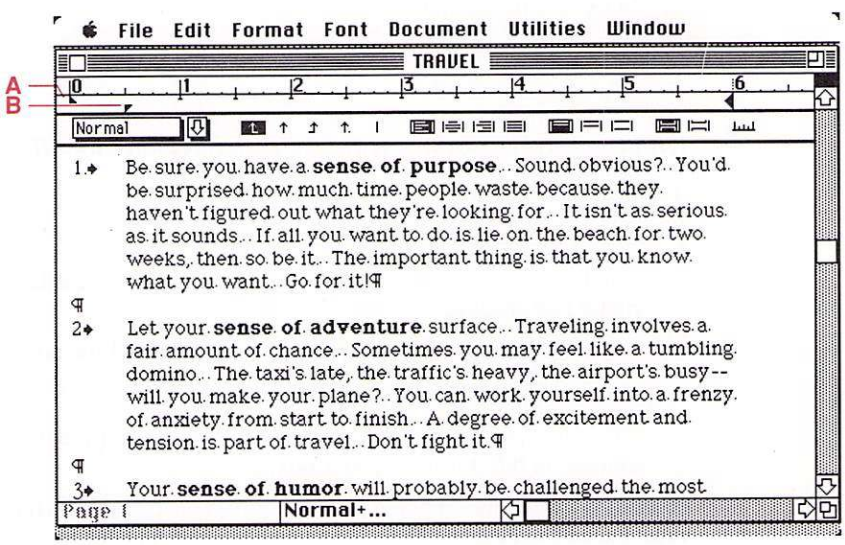
Lists

Word makes creating lists convenient. You can:

- Create a numbered or bulleted list with hanging indents.
- Create a structured list with levels of subordination assigned in outline view.

Creating a list with hanging indents

1. If you want a numbered or bulleted list, type the first number or bullet that you want. For a large round bullet, press Option-8.
2. Press Tab, then type the text for the list item. Do not press Return at the end of the item.
3. Choose Show Ruler from the Format menu.
4. Press the Shift key and drag the lower-left indent marker to the right to the position you want.



A *First line indent is set at 0 inches.*

B *The rest of the paragraph has a 0.5-inch indent.*

5. Press Return to end the first list item and go on to the next.
6. Continue to type each list item.

   The indent will be applied to each subsequent paragraph, until you choose another format.
7. When you finish the list, press Command-Shift-P to return to Normal paragraph format.

You can also press Command-Shift-T to create a hanging indent. Word sets the indent at the first default tab stop if no left indent has been specified.

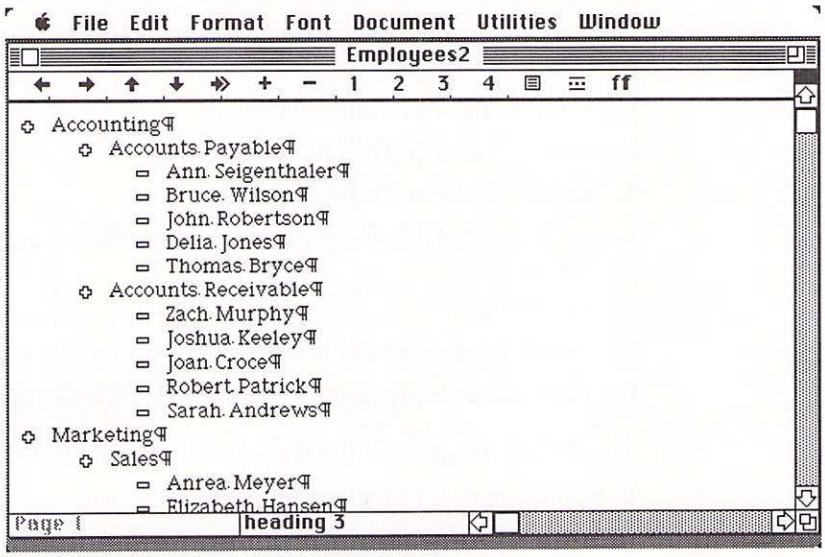
Creating a structured list (Full Menus)

You can create an outline in outline view to structure a list that shows subordinate levels of items. When you leave outline view, the structure will not be visible.

1. Choose Outlining from the Document menu.
2. Begin typing the text for the list.

   Word assumes you are at the first level, until you change the level.
3. When you are ready to type a subordinate heading, change levels by clicking the demote icon or dragging the handle beside the heading to the right to demote the heading.
4. Continue typing list items, promoting or demoting headings based on their level of importance by clicking the promote and demote icons as appropriate or by dragging them to the appropriate level.

You can also use the Left or Right arrow keys or the icons on the icon bar to promote or demote headings.



Structured list created in outline view

For information on	See
Setting indents	Indenting Paragraphs
Creating outlines	Outlining
Numbering lists	Numbering Paragraphs

Long Documents

You can create documents of any length with Microsoft Word. The recommended maximum length for a single document is approximately 500 printed pages (or approximately 1 million characters). The absolute maximum file size, including formatting information, is 16 million characters.

If you're going to create a very long document, it is best to create several smaller, more manageable documents and link them. Word treats the linked documents as a whole for most operations.

When documents are linked, Word can generate a table of contents and an index for the entire document. If you want to sequentially number pages, lines, paragraphs, or footnotes throughout the whole document, you need to make manual adjustments in the smaller documents that make up the whole. When you tell Word to print the first document in a series of linked documents, Word prints the entire series.

Although Word does not load the entire document into memory, it does use memory to keep track of changes you make. Certain types of changes use more memory than others; for example, renumbering or global changes. To free memory and to optimize Word's speed, it is a good idea to save long documents frequently.

If you are printing long documents and turn on the LaserWriter's Print Back To Front option in the Print dialog box, Word prints pages back to front for individual documents in a series of linked documents. The documents themselves, however, will print in order, beginning with the first document in the series.

Linking documents (Full Menus)

1. Open the first document of the series.
2. Choose Document from the Format menu.
3. Click in the Next File box.
4. Select the next document in the series from the list displayed and click the Open button.
5. Choose OK.
6. Open the document you just selected as the next document.
7. Repeat steps 2–6 for each document in the series except the last document.

Numbering pages in linked documents (Full Menus)

To number pages consecutively in linked documents:

1. Open the first document in the series.
2. Select the entire document.

3. Choose Section from the Format menu and turn on Auto under Page Number.
4. Type *1*, or whatever starting page number you want in the Number Pages From box in the Document command dialog box (Format menu) for the first document.

   In subsequent documents, type *0* in the Number Pages From box. For each document in the series, Word will continue the page number sequence from the last page of the preceding document.

   If you are inserting page numbers in the header or footer, use this procedure, but for step 3 choose Open Header or Open Footer from the Document menu, and insert the page number within the header or footer. If you want to change page number format for automatic page numbers, use the Section command. If you want to change the page number style for automatic page numbers, use the Define Styles command.

   If you want to begin page numbers with a number other than one or the next consecutive page number, specify the number in the Number Pages From box in the Document dialog box.

Numbering footnotes in linked documents (Full Menus)

This procedure works only for automatically numbered footnote references.

1. Open the first document in the series.
2. Note the last footnote reference number in that document.
3. Open the next document in the series.
4. Choose Document from the Format menu.
5. In the Number From box under Footnotes, type the next footnote number.
6. Repeat steps 2–5 until you have set the starting footnote number for all of the documents in the series.

Numbering lines in linked documents (Full Menus)

1. Open the first document in the series.
2. Choose Section from the Format menu, and turn on the option you want under Line Numbers.
3. Choose Print Preview from the File menu to display the line numbers.
4. Scroll to the last page to determine what the last line number is for that document.
5. Open the next document.
6. Choose Document from the Format menu.
7. In the Number Lines From box, type the next line number.
8. Repeat steps 2–7 until you have set the starting line number for all of the documents in the series.

Numbering paragraphs in linked documents (Full Menus)

1. Open the first document in the series.
2. Select the portion of the document you want to number.
3. Choose Renumber from the Utilities menu.
4. Note the last paragraph number in that document.
5. Open the next document.
6. Type the next paragraph number in front of the paragraph where you want to start numbering.
7. Select the portion of the document you want to number.
8. Choose Renumber from the Utilities menu.
9. Repeat steps 4–8 for each document in the series until you have numbered the paragraphs in all of the documents.

For information on	See
Line numbers	Numbering Lines Section Command
Numbering pages	Numbering Pages
Numbering footnotes	Footnote Command Footnotes
Different formats for paragraph numbers	Numbering Paragraphs Renumber Command

Mailing Labels

You can print single-column or multi-column mailing labels using Word's Print Merge command. To print mailing labels, you create a main document and a data document, as you would for a form letter. The main document contains field names that show where the mailing label information will be printed. The data document contains the names and addresses to be printed on the mailing labels. If you choose Print Merge when the main document is active, the text from the data document (names and addresses) is merged into the main document and the labels are printed.

This topic describes how to print:

- One-inch-high mailing labels in one column on an ImageWriter or impact printer using 8.5-inch by 11-inch continuous form-feed label paper
- One-inch-high mailing labels in three columns on an ImageWriter or impact printer using 8.5-inch by 11-inch continuous form-feed label paper

- One-inch-high mailing labels on a LaserWriter using 8.5-inch by 11-inch laser printer label paper
- One and a half-inch-high mailing labels on a LaserWriter using 8.5-inch by 11-inch laser printer label paper
- Mailing labels with different numbers of lines

If you are printing on labels other than the sizes described in this topic, you may need to adjust the margin measurements, paper height, number of columns, column spacing, or number of times Return is pressed to match your labels, but the general procedure still applies.

Printing Mailing Labels on an ImageWriter (Full Menus)

This section describes how to print labels on an ImageWriter in one column or three columns. To print labels, you first create a data document and a main document as you would for printing form letters.

Creating a data document

To create a data document containing the specific names and addresses to be printed on the labels:

1. Type the header record — the list of field names identifying each data field to be printed — and press Return at the end of the header record.

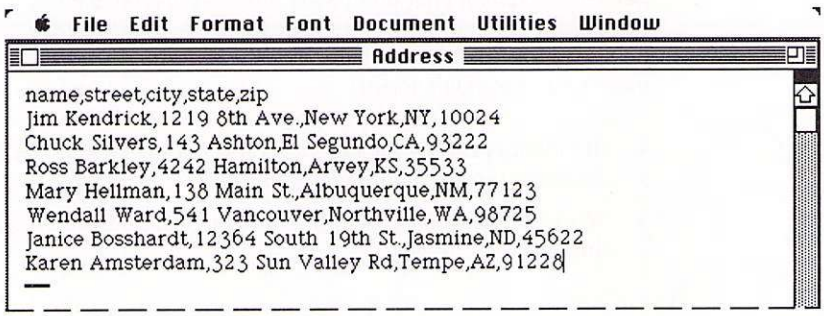
   Separate field names in the header with commas or tab marks.

REMEMBER Field names are typed in the header and identify the data fields included in each record. Data fields contain the text to be printed.

2. Type the data records, separating fields with commas or tab marks, whichever you used for the header record. Press Return at the end of each record except the last.

   The order of the data record field names corresponds to that of the header field names; the first data field corresponds to the first header field name, and so on.

   Following is an example of a data document for mailing labels.



Data document

Creating a main document

To create a main document (the document containing the formatting information for the mailing labels and the fields to be filled in), and to print the labels:

1. Insert the print merge entry from Word's Standard Glossary and type the DATA instruction as shown in the following illustration, except type the name of the data document you want to print in place of the word "Address."

   The DATA instruction must be on the first line of the main document and must be enclosed in the special characters « and », which can be inserted as a pair using the print merge entry in Word's Standard Glossary.

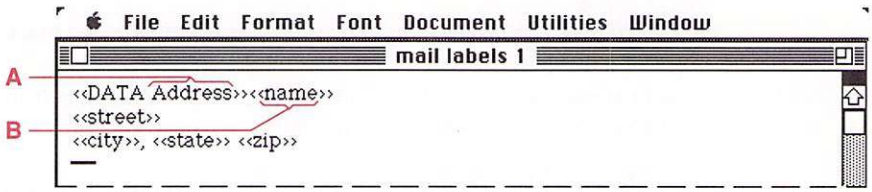
   If you need to enter the characters separately, press Option-\ (backslash) for «, and Option-Shift-\ (backslash) for ».

2. Type the field names to be printed on the first line of the label on the same line as the DATA instruction, as shown in the following illustration. Press Return.

   Enclose each field name in the special characters « and ».

3. Type the remainder of the set of mailing address field names, pressing Return at the end of each line of the label to be printed.

   Type any punctuation or spaces that you want printed on the label between the fields in this document.



A *In main document, name of data document specified — "Address" in this example.*

B *Field name entered on first line so that text prints on top line of label.*

NOTE If you are using 12-point characters (Word's default font size), you can print five lines per 1-inch label. If your addresses are more than five lines, you can decrease the font size. Word will then print more lines per label. For example, to print six lines per label, decrease the font size to 10 points. Printing labels with different numbers of lines is explained later in this topic.

4. If you are printing the labels in one column, skip to step 13. If you are printing the labels in three columns, continue with the next step.

5. With the insertion point following the last line you typed, press Command-Enter to insert a section mark.

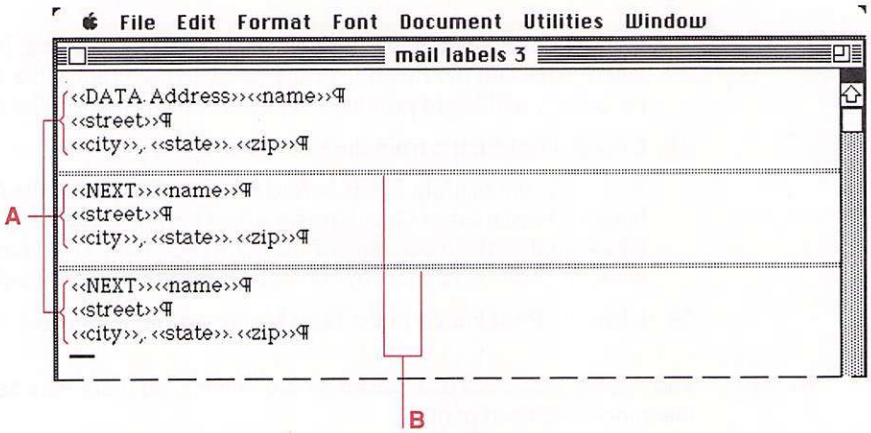
6. Type the NEXT instruction followed by the set of mailing address field names, as shown in the following illustration.

   Type the field names to be printed on the first line of the label on the same line as the NEXT instruction.

   Enclose the NEXT instruction and each of the field names in the special characters « and ».

7. After you type the second set of field names, repeat steps 5 and 6 to produce a document that looks like the one in the following illustration.

   The document has three sets of mailing label field names separated by section marks.



A *In main document, one set of records for each column of labels (three labels on each one-inch page)*

B *Double dotted lines show section break, inserted by pressing Command-Enter.*

8. Select the entire document.
9. Choose Section from the Format menu.
10. Type *3* in the Number box and type *0* in the Spacing box under Columns.
11. Select New Column under Start, and then click the OK button.
12. While the entire document is selected, choose Show Ruler from the Format menu if necessary, and drag the left indent marker to the right so the text won't print on the edge of the mailing labels. The size of the left indent depends on the length of lines you will be printing; however, a 0.25-inch indent is effective for average-length addresses.
13. Choose Preferences from the Edit menu.
14. Type the width of your label paper in the Custom Paper Size Width box. For example, type *8.5 in* for three-column label paper.
15. Type *1 in*, the height of a label, in the Custom Paper Size Height box, and then click OK.
16. Choose Page Setup from the File menu.

17. Turn on Custom Paper Size and No Gaps Between Pages, and then click OK.
18. Choose Document from the Format menu.
19. In the Margins text boxes, type the values shown in the left column of the following table for three-column labels, or type the values shown in the right column for one-column labels, and then click OK.

Three-column labels	One-column labels
Top: *0 in*	Top: *0 in*
Bottom: *0 in*	Bottom: *0 in*
Left: *0.25 in*	Left: *0.5 in*
Right: *0.25 in*	Right: *0 in*

20. Load your label paper into the printer so that the print head is lined up vertically where you want the first line of the first label to print. Since the top margin is zero, the printer will begin printing the labels at the print head location.
21. Choose Print Merge from the File menu.

    To review the mailing labels before printing them, click the New Document button. Word merges the addresses into a new document called Form Letters*n*, which applies the formatting of the main document. (For more information on using the New Document option, see "Print Merge Command.")
22. Click the Print button in the Print Merge dialog box to print the mailing labels.

NOTE The mailing labels will be spooled before printing, so there may be a long pause before the printer begins to print.

For more information on printing with the Print Merge command, see "Print Merge Command."

Printing Mailing Labels on a LaserWriter (Full Menus)

This section describes how to print labels on a LaserWriter using 1-inch or 1.5-inch-high LaserWriter label paper. To print labels, you first create a data document and a main document as you would for printing form letters.

Creating a data document

To create a data document containing the specific names and addresses to be printed on the labels:

1. Type the header record — the list of field names identifying each data field to be printed — and press Return at the end of the header record.

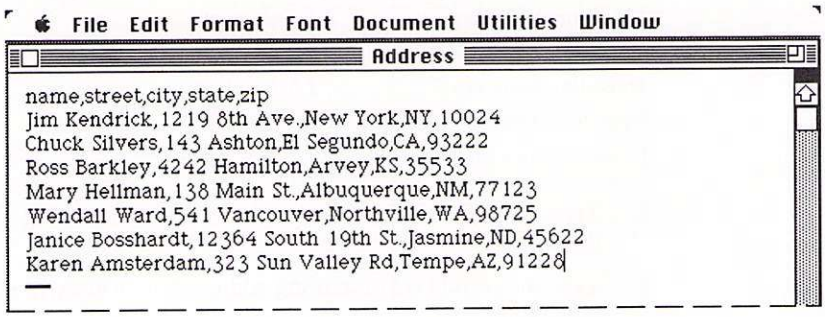
   Separate field names in the header with commas or tab marks.

REMEMBER Field names are typed in the header and identify the data fields included in each record. Data fields contain the text to be printed.

2. Type the data records, separating fields with commas or tab marks, whichever you used for the header record. Press Return at the end of each record except the last one.

The order of the data record field names corresponds to that of the header fields; the first data field corresponds to the first header field name, and so on.

Following is an example of a data document for mailing labels.



Data document

Creating a main document

To create a main document (the document containing the formatting information for the mailing labels and the fields to be filled in), and to print the labels:

1. Type the DATA instruction: insert the print merge entry from Word's Standard Glossary, type the word *DATA* followed by the name of the data document, and then press Return twice.

   If you are printing 1.5-inch labels, press Return a third time.

   The DATA instruction must be on the first line of the main document and must be enclosed in the special characters « and ».

NOTE To insert the special characters « and », use the print merge entry in Word's Standard Glossary. Or press Option-\ (backslash) for «, and Option-Shift-\ (backslash) for ».

   The next illustration shows an example of a main document for 1-inch labels using "Address" as the data document name.

2. Type the first set of mailing address field names, as shown in the following illustration.

   Enclose each address field name in the special characters « and ».

   Press Return at the end of each line of field names.

   Type any punctuation or spaces that you want printed on the label between the fields in this document.

NOTE If you are using 12-point characters (Word's default font size), you can print five lines per 1-inch label. If your addresses are more than five lines, you can decrease the font size. Word will then print more lines per label. For example, to print six lines per label, decrease the font size to 10 points. Printing labels with different numbers of lines is explained later in this topic.

3. Insert extra line spaces between each set of mailing addresses as shown in the following table:

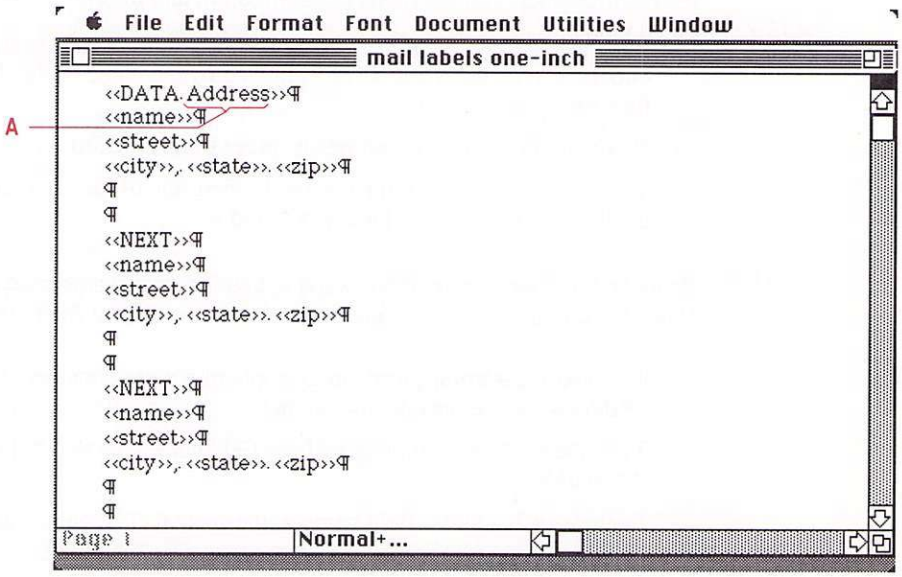
To print	On these labels	Press Return
Three-line addresses	1-inch labels	Twice more
Four-line addresses	1-inch labels	Once more
Three-line addresses	1.5-inch labels	Five more times
Four-line addresses	1.5-inch labels	Four more times
Five-line addresses	1.5-inch labels	Three more times

4. Type the NEXT instruction, as shown in the following illustration, and then press Return.
5. Type the second set of mailing address field names, as shown in the following illustration.

   Enclose each address field name in the special characters « and ».

   Press Return at the end of each line of field names.

   Type any punctuation or spaces that you want printed on the label between the fields in this document.



A *In main document for one-inch labels, type name of data document; "Address" in this example. The DATA and NEXT instructions cause the first line of the label to be skipped.*

6. Copy the set of address field names so that there is one set for each printable label on the sheet. Include the NEXT instruction and the appropriate number of extra blank lines with each set.

   For label sheets having 33 1-inch labels you need only 27 sets, since the top and bottom rows of labels cannot be printed. On sheets of 1-inch labels with half-labels in the top and bottom rows, you need 30 sets. For 1.5-inch labels, you need a total of 14 sets.

7. Choose Section from the Format menu.

8. If you are printing 1-inch labels in three columns, type *3* in the Number box under Columns and type *0.5* in the Spacing box under Columns.

   If you are printing 1.5-inch labels in two columns, type *2* in the Number box under Columns and type *0.5 in* in the Spacing box under Columns.

9. Click OK.

10. Select the entire document.

11. Choose Paragraph from the Format menu.

12. Type *–12 pt* in the Line box, and then click OK. This causes the LaserWriter to print six lines per inch (six lines on a 1-inch label and nine lines on a 1.5-inch label).

NOTE Setting the paragraph line spacing to –12 pt will allow five address lines to be printed on a 1-inch label. If the addresses you plan to print on 1-inch labels are more than five lines, decrease the line spacing measurement and decrease the font size for the entire document. You may need to experiment with the line spacing and number of Returns between addresses to achieve the spacing you want.

13. Choose Document from the Format menu.

14. In the Margins text boxes, type the values shown in the left column to print 1-inch labels and type the values shown in the right column to print 1.5-inch labels; then click OK.

NOTE You may need to adjust the left margin and the column spacing if the address lines you are printing are exceptionally long or short. The point size of the text in the main document can also be changed to allow more or fewer characters per line. You may need to experiment with the margin measurements and column spacing to achieve the spacing you want.

One-inch labels	1.5-inch labels
Top: *1 in or 0.5 in*	Top: *0.5 in*
Bottom: *1 in or 0.5 in*	Bottom: *0.5 in*
Left: *0.5 in*	Left: *0.75 in*
Right: *0.2 in*	Right: *0.5 in*

NOTE For label sheets containing 11 rows of 1-inch labels, set the top and bottom margins at 1 inch. The top and bottom rows of labels cannot be used because the LaserWriter requires a minimum margin of 0.5 inch. For label sheets containing half-labels in the top and bottom rows, set the top and bottom margins at 0.5 inch. You can use all the full labels on the sheet.

15. Load your label paper in the paper tray with the labels facing down.
16. Choose Print Merge from the File menu.

    To review the mailing labels before printing them, click the New Document button. Word merges the addresses into a new document called Form Letters*n*, which applies the formatting of the main document. (For more information on using the New Document option, see "Print Merge Command.")
17. Click the Print button in the Print Merge dialog box to print the mailing labels.

For more information on printing with the Print Merge command, see "Print Merge Command."

Printing Mailing Labels with Different Numbers of Lines

You can use either of two methods to print addresses that have different numbers of lines:

- Use a single field name for the entire address.
- Use individual field names for each part of the address and use an IF instruction in the main document.

These methods apply to addresses printed in form letters and on mailing labels.

Method 1

Use a single field name for the entire address.

In the main document:

1. Type the DATA instruction as usual. Refer to the previous instructions for details.
2. Type the field name *«address»*.

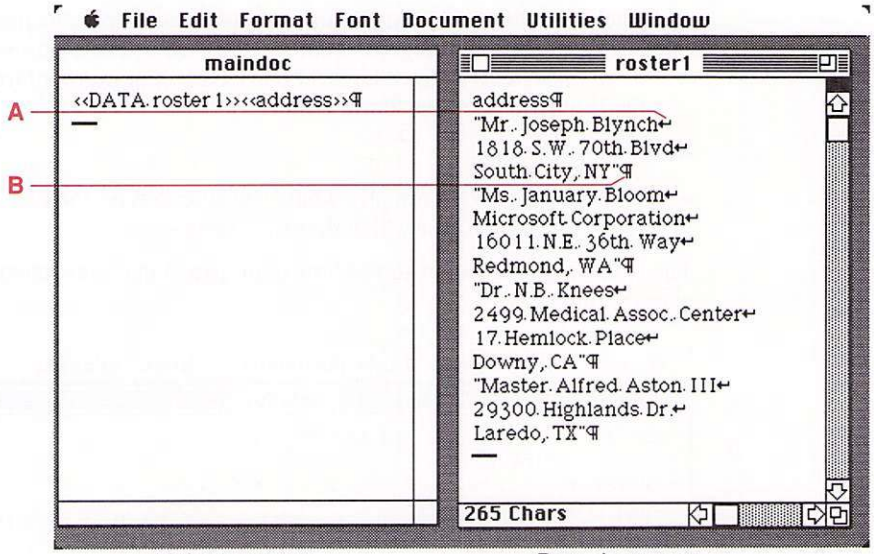
In the data document:

1. Type the lines of the address as they normally appear on an envelope, except press Shift-Return instead of Return to start a new line of the address.

   Because the field contains a comma between city and state, the entire field, with its several lines, must be enclosed in quotation marks.

   If you are printing labels on a LaserWriter, insert extra line breaks by pressing Shift-Return again after shorter addresses to give each address the same number of total lines. For example, if the longest address is five lines, press Shift-Return once more at the end of a four-line address and then type the closing quotation mark.
2. Type a comma or tab mark following the quotation marks on the last line. If the "address" field is the last field of the record, end the field with a paragraph mark instead.

The following illustration shows how to prepare a main document and a data document using method 1. You need to copy the «address» field on a separate line so that there is one «address» field for each printable label on the label sheet (for laser printers) or each label column (on ImageWriters and other impact printers).



Main document *Data document*

A *For a new line, press Shift-Return instead of Return.*

B *Press Return at the end of each record.*

Label 1	Mr. Joseph Blynch 1818 S.W. 70th Blvd South City, NY
Label 2	Ms. January Bloom Microsoft Corporation 16011 N.E. 36th Way Redmond, WA
Label 3	Dr. N.B. Knees 2499 Medical Assoc. Center 17 Hemlock Place Downy, CA
Label 4	Master Alfred Aston III 29300 Highlands Dr. Laredo, TX

Method 2

If you want to selectively identify parts of addresses (for example, specific ZIP Codes for a targeted mailing), use multiple field names and an IF instruction.

In the main document:

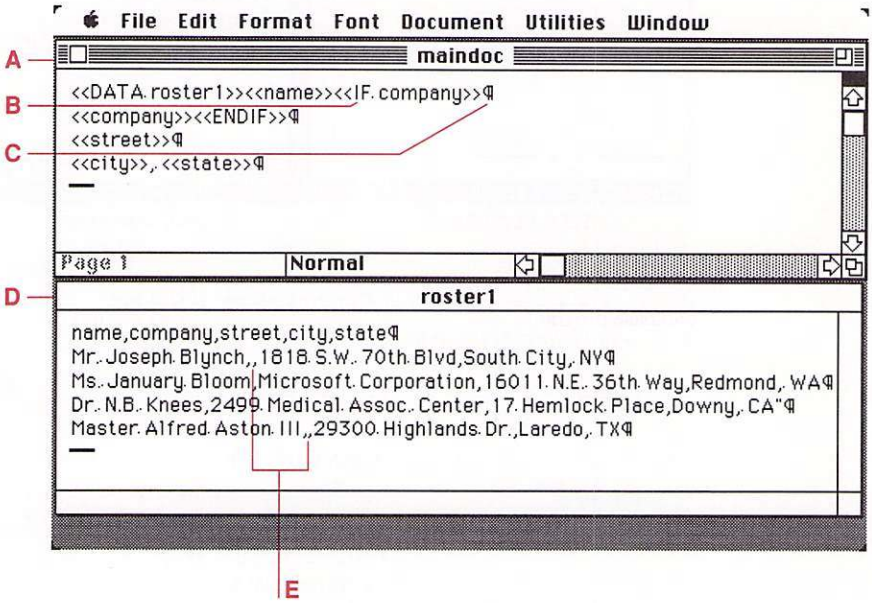
1. Type the DATA instruction as you would for any mailing label document.
2. Type the field names that are included in every address as you normally would.

3. Enclose field names that are not included in all addresses in an IF instruction, as shown in the following illustration. The IF instruction causes Word to insert the extra line (field) of the address if one exists. (For more information on how to use the IF instruction, see "Form Letters.")

In the data document:

- Type fields as you normally would. Be sure to type commas (or tab marks) to hold the place of fields for which there is no entry.

The following illustration shows how to prepare a main document and data document using method 2.



A *Main document*

B *IF instruction checks for company field.*

C *If there is a company name, the paragraph mark tells Word to go to the next line to print it.*

D *Data document*

E *Empty field indicated with a comma*

Label 1 *No company name*	Mr. Joseph Blynch 1818 S.W. 70th Blvd South City, NY
Label 2 *Company name in «company» field, so it is printed*	Ms. January Bloom Microsoft Corporation 16011 N.E. 36th Way Redmond, WA
Label 3	Dr. N.B. Knees 2499 Medical Assoc. Center 17 Hemlock Place Downy, CA
Label 4	Master Alfred Aston III 29300 Highlands Dr. Laredo, TX

For information on	See
Main and data documents	Form Letters
Using the IF instruction	Form Letters
Printing with Print Merge	Print Merge Command
Transferring addresses from a database program	Appendix C, "Using Word with Other Applications"

Margins

The margin is the space between the edge of the paper and the main text area. You set margins for the entire document. To vary the amount of space between the text and margins for part of a document, you change the indent measurements for selected paragraphs.

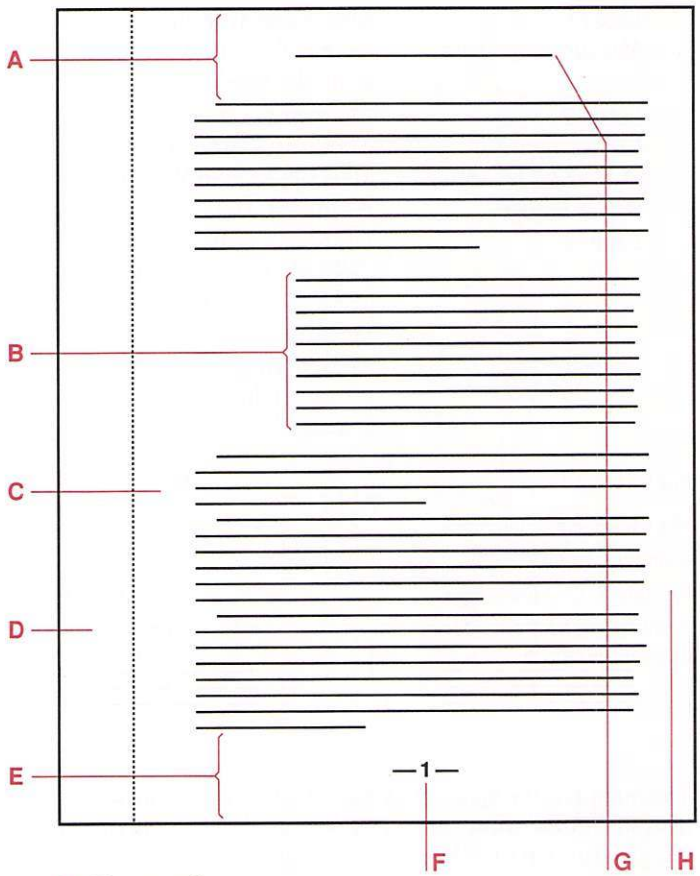
Note the difference between margins and indents. Margins are the spaces between the edges of the page and the edges of the main text area. Margins are set for the entire document. An indent determines the distance from the specific lines or paragraphs to the left or right margin boundaries. Indents are set for individual paragraphs.

Word's default margin settings are 1 inch top and bottom, and 1.25 inches left and right. There are three ways to change the margins:

- Choose Print Preview and drag the margin boundaries.
- Type new measurements in the Document dialog box.
- Drag the margin icons on the page scale ruler.

It is easiest to use Print Preview to set or adjust your margins because you can see where headers, footers, or page numbers will be printed.

NOTE Some printers require minimum margin settings. For example, the Apple LaserWriter does not print less than a half inch from the edge of the page.



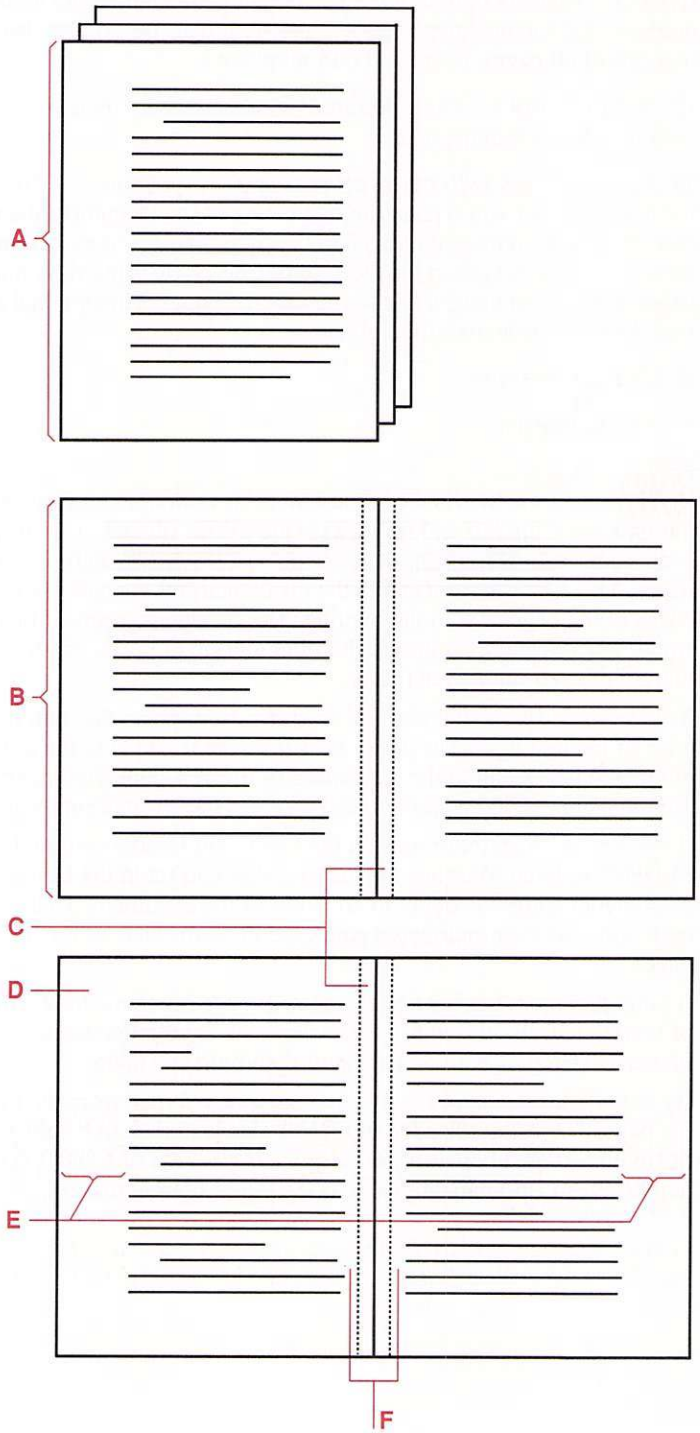
A *Top margin*
B *Paragraph indented from left margin*
C *Left margin*
D *Gutter margin*
E *Bottom margin*
F *Page number printed in bottom margin*
G *Header printed in top margin*
H *Right margin*

Planning the Size and Layout of Your Margins

Before setting margins, you need to decide what type of binding, if any, the final document will have so that you can allow extra binding space in the margins. You'll also want to allow room for text, graphics, headers, and footers that you want to print within the margins.

When planning the margins and page layout, keep in mind that Word uses the odd-numbered page as the "master" page. The left and right measurements set for odd-numbered pages also determine the margins of even-numbered pages.

If you intend to bind your document with printing on both sides of the page, you can use options of the Document command on the Format menu to create two basic types of facing page layouts as shown in the following illustration.



A *Single-sided pages* If you bind single-sided pages (pages with printing on one side only), you can increase the left margin to allow space for binding.

B *Facing pages without mirrored margins* If you set a gutter margin or turn on the Even/Odd Headers option of the Document command, Word assumes you are binding double-sided facing pages. The left and right margins you set determine the left and right margins of all pages, even- and odd-numbered.

C *Gutter margin* The gutter margin measurement increases the margin along the binding edge of facing pages.

D *Facing pages with mirrored margins* If you turn on Mirror Even/Odd Margins, the measurement you type in the Inside box of the Document dialog determines the left margin of odd-numbered pages and the right margins of even-numbered pages. The measurement you type in the Outside box determines the right margin of odd-numbered pages and the left margin of even-numbered pages. The optional gutter measurement is added to the inside margin of all pages.

E *Outside margin*

F *Inside margin*

If you turn on the Mirror Even/Odd Margins option in the Document command, the margins of facing left and right pages are mirror images. That is, the right margin of even-numbered (left) pages is the same size as the left margin of odd-numbered (right) pages. These margins are called the inside margins because they run along the inside edges of the page next to the binding. The outside margins of facing pages are also equal. The outside margins are the right margin of odd-numbered pages and the left margin of even-numbered pages.

You can specify a gutter margin, or gutter, to increase the margin along the binding edge of facing pages. The gutter measurement is added to the left margins of odd-numbered pages and to the right margins of even-numbered pages. To allow space for binding single-sided pages you can increase the left margin measurement.

If you specify a gutter or turn on the Even/Odd Headers option but do not turn on Mirror Odd/Even Margins, the margins that you set in the Left and Right boxes of the Document dialog box apply to all pages of the document. That is, the left margins of both odd- and even-numbered pages are the same size, as are the right margins of all pages.

If your document has headers, footers, or page numbers, they will be printed in the top or bottom margin. If you use these elements in your document, you may want to increase the top or bottom margin to accommodate them.

By default, headers and footers are positioned .5 inch from the top and bottom edges of the page. The default header and footer size is .5 inch in height and equal in width to the main text area between the margins. If a header or footer exceeds the allowed height, Word automatically adjusts the top or bottom margin.

If you do not want Word to adjust your margin settings, you can type a negative margin measurement in the Margins box of the Document command. The header or footer will extend into the text area.

Setting margins with the Print Preview command

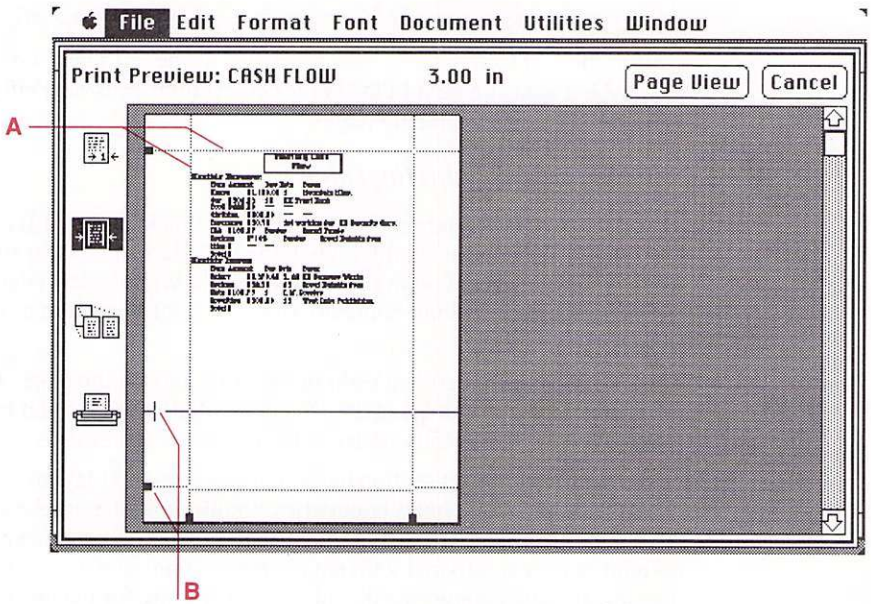
When you click the margins icon in the Print Preview window, the margin boundary lines appear on the displayed page that you most recently formatted. If two pages are displayed, you can click the page on which you want to see the margin boundaries.

Adjustments to the margins affect all pages in the document. If you are working with mirrored margins, changing the left margin of an even-numbered page or the right margin of an odd-numbered page updates the outside margin measurement in the Document dialog box. Similarly, changing the right margin of an even-numbered page or the left margin of an odd-numbered page updates the inside margin measurement.

Use the Document command on the Format menu to change the gutter measurement.

To set margins with the Print Preview command:

1. Choose Print Preview from the File menu.
2. Click the margins icon.



A *Margin boundaries reflect margin measurements set in the Document dialog box.*

B *Drag margin handles to change the margins. The distance from the edge of the page to the margin is shown at the top of the window.*

3. Drag the margin handles at the ends of the margin boundary lines to adjust the margins.

When the mouse pointer is positioned on a margin handle, the pointer changes to a cross-hair pointer (+). As you drag the pointer, Word shows the margin position in the top of the window.

4. Double-click the margins icon again or click anywhere outside the page when you are satisfied with the position of the margins.

   Word repaginates with the new margin settings and adjusts the layout of headers, footers, footnotes, and other items.

NOTE If your document contains tables, you may need to change the size of the table columns using the Cells command on the Format menu or the table scale ruler after you change the margins.

Setting margins with the Document command

1. Choose Document from the Format menu.
2. Turn on the Mirror Even/Odd Margins option (Full menus only) if you want the left (even-numbered) page to mirror the page layout of the facing right (odd-numbered) page.

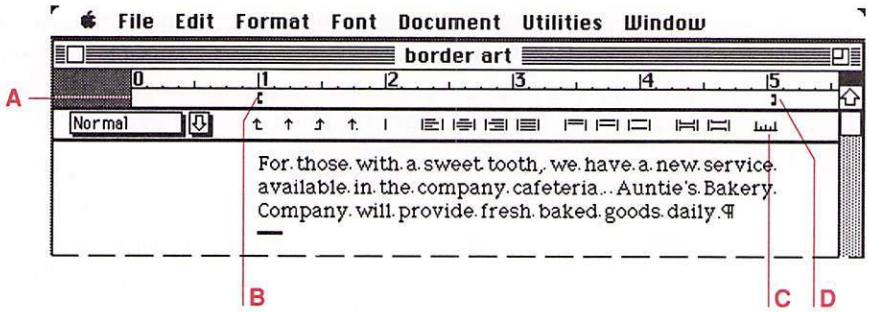
   The Left and Right margin boxes change to Inside and Outside, respectively.
3. Type the measurements you want in the Top, Bottom, Left (or Inside), and Right (or Outside) boxes.
4. Type a measurement in the Gutter box (Full menus only) if you need to allow binding space for facing pages.

Setting margins with the ruler

You can change the margins by dragging the brackets ([and]) on the page scale ruler. (To display the page scale ruler, click the scale icon on the far right side of the ruler.) In page scale, the zero point on the ruler aligns with the left edge of the page, not the left margin or left column boundary of the current paragraph as on the normal ruler scale.

The positions of the left and right margin brackets on the page scale ruler initially reflect the margins you set in the Document dialog box. If you reposition the margin icons, Word automatically updates the margin measurements.

Note that if the current section has a multi-column text layout, the pairs of brackets ([and]) reflect the column boundaries. In this case, the brackets at the far left and right of the ruler control the margins. When you drag the brackets, Word adjusts the column boundaries to maintain equal-size columns and even column spacing. Word also updates the column width and column spacing for the current section in the Section command dialog box.



A *Zero mark on page scale ruler aligns with edge of page.*
B *Move this bracket to change the left margin.*
C *Click the ruler scale icon to switch to and from the page scale ruler.*
D *Move this bracket to change the right margin.*

To change the margins using the page scale ruler:

1. Choose Show Ruler from the Format menu, if necessary.
2. Click the scale icon on the ruler to display the page scale ruler.

   If the insertion point is in a table, click twice to display the page scale ruler.
3. Drag the left and/or right margin brackets to the desired position.

   As you drag the bracket, the margin size is displayed in the text area in the lower-left corner of the window.

If you want to see the exact settings for the new margins, choose the Document command. The new margin sizes are displayed in the Left and Right text boxes.

For information on	See
Positioning page numbers	Numbering Pages
Positioning headers and footers	Headers and Footers
Changing margins with Print Preview	Page Layout Print Preview Command
Setting margins with Document command	Document Command Page Layout
Using the ruler in page scale	Show Ruler/Hide Ruler Command
Adjusting column width and spacing with the page scale ruler	Columns

Math

With Word you can add, subtract, multiply, divide, and calculate percentages for selected numbers. To do this, you enter the numbers and the desired operators, select the numbers and operators, and choose the Calculate command from the Utilities menu (Full menus only). Word displays the result in the lower-left corner of the window and puts a copy on the Clipboard so that you can paste the result wherever you want.

The Calculate command is especially useful if you want to select a column of numbers in a table and calculate the total.

The following table shows the operators to use with numbers you want to calculate. You can type operators on the keyboard or on the keypad.

To	Use
Add	+ or no operator
Subtract	– or parentheses around a number
Multiply	*
Divide	/
Calculate percent	%

Type the +, –, *, and / operators before a number, and type % after a number.

If you are working with columns of numbers that you want to add, you need not type an operator. If you don't type an operator with a number, Word assumes a + and adds the number when calculating. If you enclose a number in parentheses, Word subtracts that number when calculating.

Word calculates from left to right, and from top to bottom. There is no precedence of operators. For example, in the following two examples:

+25	25+
–25	25–
+5	5+

Word returns 5 when you calculate the first column [+25–25+5] and 45 when you calculate the second column [25+25–5].

Word sees parentheses as an indication of a negative number, rather than as an indication of a group of figures.

If one of the numbers included in a calculation contains a comma, Word treats the comma as part of the number (for example, 1,000) and shows commas in the result. Word ignores other characters often associated with numbers (for example, $ or #).

When Word calculates, it displays results with the same number of decimal places as the number with the most decimal places in the selection.

Word reads only numbers and operators when calculating in a selection. Text in the selection is ignored.

Performing math calculations (Full Menus)

1. Type the necessary mathematical operator for each number you want to calculate.
2. Select all the numbers and operators you want to calculate.

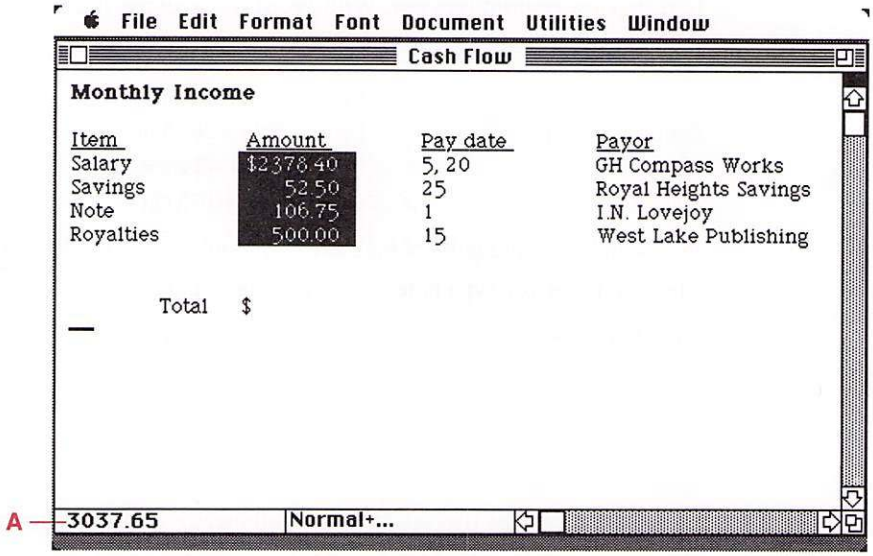
   If the numbers you want to calculate are in a column, you can select the column by holding down the Option key and dragging to form a rectangular selection. To select a column in a table, press Option and click in the column.

3. Choose Calculate from the Utilities menu.

   Word displays the result in the lower-left corner of the window.

4. If you want to insert the result into your document, position the insertion point and choose Paste from the Edit menu.

   If you paste to a selection, the result replaces the selection.



A *Total is displayed here.*

For information on	See
Working with columns	Columns Tables
Selecting	Selecting

Measures

In Word, you can specify distance, and the sizes and positions of objects in any of four units of measure: inches, centimeters, points, and picas. You also can specify vertical spacing measurements in lines of text (one line is equivalent to 12 points of vertical space).

Word uses inches as the default units of measure for horizontal distances such as paragraph indents. Points are the default vertical units of measure for line and paragraph spacing, and for spacing between text and borders. Word also uses points as the default units of measure when characters are expanded, condensed, superscripted, or subscripted.

There are two ways to change the unit of measure:

- Type an abbreviation for a unit of measure different from the default (*in* or *", pi, pt, cm, li*) after a value in dialog text boxes.
- Choose the Preferences command from the Edit menu (Full menus only), and click an option under Measure to change Word's default to a different unit of measure.

Word uses the unit of measure chosen in Preferences to indicate the position of objects in page view or print preview. With Word, you can use the following units of measure:

Unit	Approximate equivalents
Inch (in)	1 in = 2.54 cm = 72 pts
Centimeter (cm)	1 cm = .39 in = 28.35 pts
Pica (pi)	1 pi = 1/6 in = .42 cm = 12 pts
Point (pt)	1 pt = 1/72 in =.035 cm

Points and picas are units of measure commonly used in typesetting and printing.

Measurements you type in text boxes can be accurate to 1/20 point.

For information on	See
Changing the unit of measure	Preferences Command

Menus

Microsoft Word has two sets of command menus: Short menus and Full menus.

When you start Word for the first time, you see the Short menus. From then on, Word starts with the menu setting, or configuration, you were using when you last quit Word.

Short Menus

Short menus contain commands for creating routine documents, such as letters, reports, and memos. Commands on Short menus perform the most common word processing tasks — such as moving, copying, printing, and so on. Short menus make it easy to learn the basic commands so that you can become productive quickly.

Full Menus

Full menus contain all the same commands as Short menus, plus commands for more advanced or specialized tasks. Some keyboard commands are available only with Full menus. You can use more complex formatting, plus such features as outlining, sorting, styles, and glossaries. Also, some command dialog boxes contain additional options when used with Full menus. With Full menus, you can create customized configurations of menus and keyboard command assignments.

NOTE Throughout this manual, references to menu and keyboard commands reflect the original menu and keyboard configuration set by Microsoft. If you are using a different menu and keyboard configuration, you may need to choose commands from different menus or use different combinations of keystrokes to perform the tasks described in this manual.

Customizing Menus

You can add any Word command action, option, or feature to the command menus as a separate command. For example, if you want to add the date to your documents, you can add the "date" glossary entry as a command to a menu. Then you need only choose that command to insert the current date anywhere in your document.

If you prefer to use the keyboard, you can assign commands to any combination of keystrokes most convenient for you.

You also can change the default key assignments for the Word keyboard commands and move commands to different menus. You can even remove commands entirely from the menu. No matter how you change the menus and key assignments, you can easily restore the default menu and keyboard configuration (Word Settings (4)) originally set for Full menus by Microsoft.

Moreover, you can save different menu and keyboard settings as special configurations designed for specific types of documents and tasks. For example, to make choosing formatting commands easier, you can assign character, paragraph, and section formatting options to the Format menu or any other menu of your choice. You can save this menu configuration and use it whenever you are doing extensive formatting.

You can customize menus only when you're using Full menus. When you choose Short menus, Word shows the Short menus in their original form. When you return to Full menus, Word shows the customized menus of the current configuration.

You can customize menus using the Add To Menu (Command-Option-+) and Remove From Menu (Command-Option--) keyboard commands or the Commands command on the Edit menu. Changes to the menus made with the Add To Menu and Remove From Menu commands affect only the current menu configuration.

In some cases, you can add commands to the menus most easily with the Add To Menu command. The Add To Menu command changes the mouse pointer to a bold plus sign. You then point and click the command option, document name, glossary entry name, style name, or other feature that you want to add to a menu as a command. Word adds the selected command to the default menu appropriate for the command function.

The Remove From Menu command changes the mouse pointer to a bold minus sign. You can remove any command from a menu by clicking the pointer on the command name on the menu.

With the Commands command on the Edit menu, you can make more extensive changes to the menu and keyboard configurations. Use the Commands command to do the following:

- Add to menus commands that you cannot select by clicking an item on the screen.
- Add a command to a menu other than the default menu.
- Choose commands not assigned to any menu or key combination (Do button).
- Create and save a new menu and keyboard configuration.
- Switch to a different menu and keyboard configuration.
- Print a list of the commands assigned to menus or key combinations for the current configuration.
- Restore a previous configuration or the original configuration set by Microsoft.

If you assign commands to menus using the Add To Menu keyboard command, Word determines to which menu the command is added according to the function of the command. If you assign commands to menus using the Commands command and do not select a particular menu, Word also adds the command to the appropriate default menu. Default menu assignments for the command functions are shown in the following table:

Default menu	Contains commands that
File	Manage and print files
Edit	Insert and edit text; copy text and formats; change environment defaults
Format	Format text and lay out pages
Font	Apply font names and point sizes
Document	Insert graphics, special characters, tables, footnotes, and headers and footers; organize and repaginate document
Utilities	Generate table of contents and index, find and replace text, move the insertion point, hyphenate, sort, and calculate figures
Window	Opens a document window for listed document
Work	Open a document, insert glossary entries, and apply styles

The special Work menu does not appear until you add commands to it. After you add a command to the Work menu, it is displayed to the right of the Window menu.

Similar commands (for example, document names) are grouped, and the groups are separated by dotted lines. If you cannot see all of the commands on a menu, drag the mouse below the bottom of the screen.

You can add dotted lines to separate the groups of commands you add to menus. See "Adding separator lines to menus" later in this topic.

Using the Add To Menu command (Full Menus)

1. Press Command-Option-+ (plus sign on typing keyboard, not keypad).

   The mouse pointer becomes a bold plus sign.

2. Choose the command that displays the document name, glossary entry, style name, or format option that you want to add to a menu as a command.

   To identify some commands, you can click an icon or other visible item on the screen. See the table following this procedure.

3. In the dialog box, click the document, glossary entry name, style, or format you want to add to the menu or click a paragraph format icon on the ruler.

   If you are adding a glossary entry, press Cancel in the Glossary dialog box to complete the command. If you are adding a document, click the Open button in the Open dialog box to complete the command.

If you want to add more command options from the same dialog box, press Shift when you click the option. The pointer remains a bold plus sign so that you can add another command option from the current dialog box.

NOTE To cancel the Add To Menu command, press Command-. (period). The mouse pointer changes back to its customary shape (I-beam or arrow).

The following table lists the commands that you can add using the Add To Menu command, the default menu for each command, and the dialog box item or other visible feature that you click to identify each command.

To add	To this menu	Click this item
Document name (opens the document)	Work menu	Document name in Open dialog box or title bar of current document
Glossary entry	Work menu	Glossary entry name in Glossary dialog box
Style name	Work menu	Style name in Styles or Define Styles dialog box or style name at bottom of window
Character formats	Format menu	Option in Character dialog box
Fonts, font sizes	Font menu	Option in Character dialog box
Paragraph formats: Page Break Before Keep With Next ¶ Keep Lines Together Box and bar borders	Format menu	Option in Paragraph dialog box or ruler icon
Borders	Format menu	Sample border in Borders dialog box or border option button
Ruler icons: All alignment options All spacing options	Format menu	Ruler icon
Section formats: First Page Special Column Number	Format menu	Option in Section dialog box
Show Hidden Text option	Format menu	Show Hidden Text option in Preferences dialog box
Outlining options	Document menu	Icon in outline icon bar
Current date, time, and page number	Document menu	Icon in header or footer window

To add a border style command to the Format menu, first apply the desired border to the sample paragraph or cells in the Borders dialog box. Then press Command-Option-+ and click the sample border or a border option button.

When Word makes a ruler icon a command, the command appears on the menu in words rather than as an icon. For example, the icon that centers a paragraph becomes the Centered command on the Format menu.

You can add numeric settings to menus by typing a number in a text box of the dialog box and then clicking the option using the plus sign pointer. For example, to use character spacing other than Normal, select the Condensed or Expanded option and type a measurement in the By box of the Character dialog box. Press Command-Option-+ and then click the spacing you want: Condensed or Expanded. Or type any size in the Font Size box and click the label "Font Size" with the plus sign pointer.

You can add numeric settings for the following formats:

- Superscript
- Subscript
- Font size
- Condensed
- Expanded
- Number of columns

You also can add the Add To Menu and Remove From Menu commands to the edit menu using the Add To Menu command.

1. Press Command-Option-+ (plus sign on typing keyboard).

   The mouse pointer becomes a bold plus sign.

2. Press Command-Option-+ again to add the Add To Menu command or Command-Option-– (minus sign on typing keyboard) to add the Remove From Menu command.

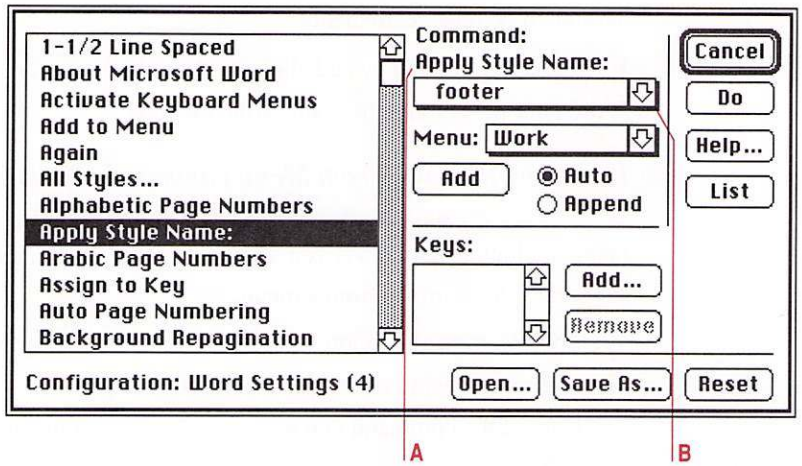
Adding commands to menus with the Commands command

To add a command to the current menu configuration:

1. Choose Commands from the Edit menu.
2. If necessary, open the configuration that you want to modify. See "Switching to a different configuration," described later in this topic.
3. From the command list, click the command that you want to add to a menu.

   Word displays the name of the selected command beneath the Command label of the dialog box.

4. If the command name in the list is followed by a colon (for example, Apply Style Name and Font Size), you must include additional information to define the command. Word displays a box beneath the command name. Type a name or number in the box or click the list arrow and drag the mouse to select from the list.



A *When you select a command from the list, Word displays the command name here.*

B *If the selected command name ends with a colon, Word displays a box so that you can supply additional information. In this case, you would click the arrow to display the list of style names and select a style name from the list.*

5. From the Menu list, select the menu to which you want to add the command.

   The default menu for the selected command is displayed in the Menu box. To select a different menu, click the arrow and drag with the mouse.

   If the command is already on a menu, the menu on which it is located is dimmed in the Menu box. To move the command to a different menu, first click the Remove button to remove the command from the current menu.

6. If you add the command to the default menu, Word selects the Auto option and determines the location of the command on the default menu, grouping together related commands.

   To add the command to the bottom of the default menu, select the Append option. If you select a menu other than the default menu, Word automatically selects the Append option, placing the command at the bottom of the selected menu.

7. Click the Add button.

8. Repeat steps 3–7 for each command that you want to add to a menu.

9. Click the Cancel button.

   Word updates the current (open) configuration and closes the dialog box. When you resume editing, the menus and key assignments reflect the changes you made to the configuration.

   Click the Save As button if you want to save the changes you made to the configuration file under its current name or a new name. If you do not choose the Save As button, Word will save the updated configuration file when you quit Word.

If you are adding many commands to menus, you may find it easier to add all commands to the menus and then remove commands you don't need.

To add all commands to menus:

▶ Press the Option key and click the Reset button in the Commands dialog box.

Word adds the commands to the default menus.

Using the Remove From Menu command (Full Menus)

You can use the Remove From Menu command to remove any command from a menu, including commands you added using the Commands command.

To remove a command from a menu:

1. Press Command-Option-– (minus sign on typing keyboard, not keypad).

   The mouse pointer becomes a bold minus sign.
2. Choose the command you want to delete from a menu.

NOTE To cancel the Remove From Menu command, press Command-. (period). The mouse pointer changes back to its customary shape (I-beam or arrow).

Removing commands from menus with the Commands command

1. Choose Commands from the Edit menu.
2. If necessary, open the configuration that you want to modify. See "Switching to a different configuration," described later in this topic.
3. From the command list, select the command you want to remove from a menu.

   The menu on which the command is located appears dimmed in the Menu box.
4. Click the Remove button.
5. Repeat steps 3 and 4 for each command you want to remove from a menu.
6. Click the Cancel button to close the dialog box.

Adding separator lines to menus

You can add dotted lines to the bottom of a menu to separate groups of commands in custom menu configurations. The Separator command is available only in the Commands dialog box.

To add a dotted line to the bottom of a menu:

1. Choose Commands from the Edit menu.
2. Scroll to the bottom of the command list.
3. Click Separator.
4. From the menu list, select the menu to which you want to add a dotted line.
5. Click the Add button.

   Word adds a dotted line to the bottom of the selected menu.
6. Repeat steps 1–5 for each menu to which you want to add a dotted line.
7. Click Cancel to close the Commands dialog box.

Once you've added a dotted line to a menu, you can add commands below the line, add another line, and so on. For more information, see "Adding commands to menus with the Commands command" earlier in this topic.

To delete a dotted line that you added to a menu:

1. Press Command-Option-- (minus sign on typing keyboard, not keypad).

   The mouse pointer becomes a bold minus sign.

2. Choose the dotted line you want to delete from a menu. You choose a dotted line just as you do a menu item.

   Word deletes the dotted line.

Assigning Commands to Key Combinations

You can assign key combinations using the Commands command on the Edit menu or the Assign to Key keyboard command. Changes to key assignments affect only the current menu configuration.

Word saves changes you make in the current configuration file when you quit Word. If you want to save the key assignments before you quit Word or open another configuration file, choose the Commands command and click the Save As button. You can save the modified configuration under its current name or under a new name to create a new configuration.

Word recognizes a command key combination as a sequence of key strokes beginning with the Command key and ending with a letter, number, or special character on the main typing keyboard or on the numeric keypad with Number Lock turned off. You also can assign a command to a numeric keypad key without using the Command key.

When assigning commands to key combinations, note the following:

- The Command key must be used in any key combination that includes a key on the main typing keyboard. Permissible key combinations using typing keys and numeric keypad keys are as follows:

Typing key combinations

Command-character
Command-Shift-character
Command-Option-character
Command-Shift-Option-character

Keypad key combinations

Single keypad character
Shift-character
Option-character
Command-character
Shift-Option-character
Command-Option-character
Command-Shift-character
Command-Shift-Option-character

- Hold down all keys at once to define the key combination.
- You can use at most four keys in a single key combination.
- You can assign more than one key combination to a command; however, a key combination can be assigned to only one command for each configuration.

NOTE If you are using a Macintosh SE or Macintosh II extended keyboard, you also can use the Control key in key combinations as you do Option and Shift. You also can reassign the function keys of the Macintosh II keyboard.

Assigning keys with the Commands command

1. Choose Commands from the Edit menu.
2. If necessary, open the configuration that you want to modify. See "Switching to a different configuration" described later in this topic.
3. From the command list, click the command to which you want to assign a key combination.

   If the command is already assigned a key combination, the keys are shown in the Keys box. The Command, Shift, and Option keys are represented by icons. The numeric keypad icon precedes keypad keys.
4. Click the Add button next to the Keys box.

   Word displays a message that asks you to type the keystrokes.
5. Press the keys to define the key combination, observing the rules listed earlier.

   If you type a key combination that is already assigned to a command in the current configuration, Word asks whether you want to remove the key combination from that command. Click the Cancel button in the message box to retain the key combination for the currently assigned command.
6. Repeat steps 3–5 for each key combination you want to define for the current configuration.
7. Click the Cancel button.

   Word updates the current (open) configuration and closes the dialog box. When you resume editing, the menus and key assignments reflect the changes you made to the configuration.

   Click the Save As button if you want to save the changes to the configuration file under its current name or a new name.

Assigning keys with the Assign To Key command

1. Press Command-Option-+ (plus sign on numeric keypad) to choose the Assign To Key command.

   The mouse pointer shape changes to the bold cloverleaf symbol (the symbol on the Command key).

2. Choose the menu command you want to assign to keys or click the ruler icon, style name area, or other visible element corresponding to the command.

   Word displays a message asking you to type the keystrokes.

3. Press the keys to define the key combination, observing the rules described earlier under "Assigning Commands to Key Combinations."

   If you type a key combination that is already assigned to a command in the current configuration, Word asks whether you want to remove the key combination from that command. Click the Cancel button in the message box to retain the key combination for the currently assigned command.

4. Repeat steps 1–3 for each key combination you want to define for the current configuration.

When you resume editing, the key assignments reflect the changes you made to the current configuration.

NOTE To cancel the Assign To Key command, press Command-. (period). The mouse pointer changes back to its customary shape (I-beam or arrow).

Removing assigned key combinations from commands

1. Choose Commands from the Edit menu.
2. If necessary, open the configuration that you want to modify. See "Switching to a different configuration," described later in this topic.
3. From the command list, click the command from which you want to remove a key combination.

   Word displays the key combinations currently assigned to the command in the Keys box.

4. Select the assigned key combination that you want to remove from the command.
5. Click the Remove button.
6. Repeat steps 3–5 for each command from which you want to remove key assignments.
7. Click the Cancel button to close the dialog box.

Using Different Configuration Files

When you first start Word, Word automatically creates a configuration file called Word Settings (4), based on the menu and keyboard configuration and other defaults set by Microsoft. You can modify the Word Settings (4) configuration as often as you like, and then easily restore the Microsoft settings. You also can create new configuration files. To use the different menus, key assignments, and other default settings, you open the configuration file you want using the Commands command.

Switching to a different configuration

1. Choose Commands from the Edit menu.
2. Click the Open button.

   Word displays the Open dialog box.
3. Select the configuration file having the menu and keyboard settings you want to use, and then click the Open button.
4. In the Commands dialog box, click the Cancel button.

Creating a new configuration

You can create new configuration files by modifying an existing configuration file and saving the new configuration under a different name.

To create a new configuration file:

1. Choose Commands from the Edit menu.
2. Click the Open button and open the configuration file that you want to base the new configuration on, or you can use the current configuration.
3. Change the assigned key combinations and menus using the procedures described earlier in this topic: "Adding commands to menus with the Commands command;" "Removing commands from menus with the Commands command;" "Assigning Commands to Key Combinations;" "Removing assigned key combinations from commands."
4. When changes to the menus and key combinations are complete, click the Save As button, type a new file name, and save the configuration file.

Listing menu and key assignments

To list the assigned menu and key combinations for commands in the current configuration:

- Click the List button of the Commands dialog box.

  Word closes the Commands dialog box and creates a new document. The document contains a table that lists all commands assigned to menus or key combinations in the current configuration. To list all Word commands, hold down Shift when you click the List button. You can sort, edit, print, and save the list as you would any document.

Saving a configuration file

When you quit Word, Word automatically saves any changes you have made to the current menu and key assignments in the configuration file. Many default command parameters that you set with the Preferences, Document, Section, and other commands also are saved in the configuration file. When you next start Word, Word will use the defaults and menu and keyboard configuration current at the time you last quit Word.

You also can use the Commands command to save changes to the current configuration file before you quit Word. If you want to save changes you've made to the current configuration since you last started Word, you need to save the current configuration before you open another configuration file.

To save the settings of the current configuration:

1. Choose the Commands command from the Edit menu.
2. Make any changes to the current configuration and then click the Save As button.

   You can save the current configuration under its present name or type a new configuration name in the file name box. If you also want to preserve the previous settings of the configuration, save the configuration under a new name.
3. Click the Save button in the Save As dialog box.

   Word saves the current default settings and the menu and key assignments of the current configuration and closes the Save As dialog box.
4. In the Commands dialog box, click the Cancel button.

Restoring menu and keyboard configurations

You can restore the current configuration to reflect the menu and keyboard settings in effect when you last opened the current configuration file or when you last restarted Word using the current configuration file. Word discards any changes to menus and key assignments you've made since either of these times.

You also can restore the menu and keyboard settings to one of two default configurations set by Microsoft.

To restore configuration settings:

1. Choose Commands from the Edit menu.
2. Depending on the configuration settings you want to restore, click the Reset button by itself or hold down Shift or Option while clicking Reset:

Reset	Restores the menu and key combinations to the settings in effect when you last opened the current configuration file or started Word with the current configuration file in use
Shift-Reset	Restores the original Word menu and keyboard configuration (Word Settings (4)) as set by Microsoft for Full menus
Option-Reset	Adds all Word commands to the default menus

You also can restore the Microsoft menu and keyboard configuration by deleting the Word Settings (4) file from your System Folder. When you restart Word, Word creates a new Word Settings (4) file based on the original configuration and default settings. You can use this technique, for example, if you accidentally remove the Commands command from the menu before assigning the command to a key combination.

For information on	See
Using Full and Short menus	Full Menus/Short Menus Command
Options of Commands command	Commands Command
Keyboard commands of Word Settings (4) configuration (original Microsoft settings)	Keyboard
Commands available with Full menus only	Commands
Selecting options from a list in a dialog box	Commands

Mouse Pointers

As you work with Word, you'll notice that the mouse pointer often changes shape to indicate the type of action that is taking place. Here is a list of the more common ones you'll see:

- The pointer is in the window border.
- The pointer is in the selection bar, ready to select a block of text.
- The pointer is in the window. When the pointer is within italicized text, the pointer itself becomes italicized to make positioning and selection easier.
- Use this pointer to select a command you want to add to a menu. Press Command-Option-+ (plus) to change the pointer to this shape.
- Use this pointer to select a command you want to remove from a menu. Press Command-Option-– (minus) to change the pointer to this shape.
- Use this pointer to select a command or option you want help with. Press Command-? to change the pointer to this shape.
- In Print Preview, use this pointer to position the page number.
- In Print Preview, the mouse pointer changes to a crosshair when you click the Show Boundaries icon and point to page breaks, page numbers, and the black boxes at the ends of margin lines.You can drag these items to a new location.
- This indicates that Word is performing a task.
- Use this pointer to select a table column by clicking in the selection bar above the table.
- In outline view, the pointer changes to this shape when you point to an outline selection icon beside a heading. You can drag the pointer to move the heading up or down or to change the heading level of the selected paragraph.
- In outline view, the pointer changes to this shape if you drag the pointer up or down to move the selected heading.
- In outline view, the pointer changes to this shape if you drag the pointer left or right to promote or demote the heading.
- When you point to the split bar at the top of the vertical scroll bar, you can drag this pointer to the location at which you want to split the window.

Mouse Techniques

The following table provides a review of basic mouse techniques.

To	Do this
Choose	Pick a command by positioning the pointer on the menu name, dragging the highlight down the menu to the command you want, and then releasing the mouse button.
Click	Position the pointer on something, and then briefly press and release the mouse button.
Drag	Position the pointer on something, press and hold down the mouse button as you move the mouse to the desired position, and then release the button. You often do this to move something to a new location or to select something.
Double-click	Position the pointer on something, and then rapidly press and release the mouse button twice.
Point	Position the left-pointing arrow on or just next to something you want to choose.
Scroll	Move a document in its window using the scroll bars and scroll box so that text in another part of the document is visible.
Select	Select by pointing to something and clicking, double-clicking, or dragging across the object.

For information on	See
Scrolling the window	Scrolling
Selecting text	Selecting

Moving Text

You can move text within a document, between documents, or between programs.

There are two ways to move text:

- Use the Cut and Paste commands on the Edit menu.
- Press Command-Option-X (available with Full menus only) to cut and paste text in one step.

When you remove text from a document with Cut, the text is placed on the Clipboard. You then can paste it into a new location. The Clipboard holds only the text most recently placed there. (See also "Copying Text or Formats.")

You also can move cells, rows, or columns using the Cut command.

Text moved with Command-Option-X does not go to the Clipboard.

Moving text with the Cut and Paste commands

1. Select the text you want to move.
2. Choose Cut from the Edit menu.
3. Position the insertion point at the new location, or select text to be replaced.
4. Choose Paste from the Edit menu.

Moving text with Command-Option-X (Full Menus)

Command-Option-X cuts and pastes text in one step. For more information on Command-Option-X, see "Keyboard."

If you select text and press Command-Option-X, Word displays the message "Move to" in the lower-left corner of the window. You then position the insertion point where you want to paste the selected text and press Enter or Return. Word cuts the selected text and pastes it at the insertion point.

If you do not select text but press Command-Option-X, Word displays the message "Move from" in the lower-left corner of the window. You then select the text to be moved and press Enter or Return. Word cuts the selected text and pastes it at the insertion point. This is useful if you are typing and need to move something from another part of your document.

The following procedure shows how to use Command-Option-X when you select text before you press the key combination:

1. Select the text you want to move.
2. Press Command-Option-X.

   The "Move to" message appears in the lower-left corner of the window.
3. Position the insertion point where you want to paste the text, or select text to be replaced by the text you're moving.

   Word displays the insertion point as a dotted vertical line, and text you select with a dotted underline.
4. Press Enter or Return to complete the move.

To cancel this procedure, press Command-. (period) before pressing Enter or Return. If a destination was selected, it becomes the new selection when you cancel.

Moving cells

This procedure describes how to move the entire contents of a single cell or multiple cells within a table. If you want to cut text within cells, use the procedure given under "Moving text with the Cut and Paste commands" earlier in this topic.

1. Select the cells whose contents you want to move.
2. Choose Cut from the Edit menu.
3. Select the paste area — the cells that you want to paste into.
4. Choose Paste Cells from the Edit menu.

   Word fills the paste area with the copied cells.

When you cut cells, Word places the contents of the cell(s) on the Clipboard and clears the contents of the cell(s) from your table. Word does not, however, delete the cells from the table. You use the Table command from the Edit menu to delete cells from the table.

When you paste cells, select either the upper-left cell of the paste area (the area you want to paste into) or a paste area that is the same size as the area that was copied to the Clipboard. When you choose the Paste Cells command, Word replaces the cells in

the paste area one-for-one with the contents of the Clipboard. If you paste into an area outside a table, Word creates a new table with the same dimensions as the contents of the Clipboard.

If you want to insert new cells into a table rather than replace the contents of existing cells, you must first insert blank cells by choosing the Table command from the Edit menu, and then paste into them.

For information on	See
Using Cut and Paste	Cut Command Paste Command
Copying text	Copy Command Copying Text or Formats Paste Command
Moving text between programs	Your Macintosh owner's guide Appendix C, "Using Word with Other Applications"
Deleting cells from tables	Table Command Tables

New Command

On the File menu.

The New command displays a new, blank document window. Normal style is assigned to the first paragraph in a new window.

The last new window you create is the active window. Your monitor determines the size of the window in which new documents are initially displayed. If you are using the standard Macintosh SE monitor, the document window fills the screen when you open a new document. Documents you had open before choosing New remain open but are covered by the new document. You can click the zoom box to see the documents beneath the new document window.

If you are using a large monitor, such as the standard Macintosh II monitor, Word bases the size of a new document window on the width of the text area available between the left and right margins.

If you already have many windows open, you may not be able to choose New; it will be dimmed on the menu. Close one of the open windows, and then choose New again.

You can also use the New command to create a new dictionary for checking spelling. To do this, you choose New while the Spelling dialog box is on the screen.

If you choose New while the Glossary dialog box is open, Word asks if you want to clear all glossary entries except default standard glossary entries from the Standard Glossary.

For information on	See
Creating a new glossary	Glossaries
Creating a new user dictionary	Spelling

New Window Command

On the Window menu (Full menus only).

The New Window command opens a new window on the screen for the current document. You can use New Window to look at two or more different parts of your document without losing your current place. For example, if you are working at the end of your document and need to review a section in the middle, you can choose New Window, click the zoom box, and then scroll the new window to the middle of your document. You now have two views of your document.

The original document window is renamed Document Name:1, the new window is named Document Name:2, and successive windows are numbered sequentially. Because the windows contain the same document, any changes you make in one window apply to all.

The monitor you are using determines the size of the window in which new documents are initially displayed. With a standard Macintosh SE monitor, a new document window fills the screen. Documents you had open before choosing New Window remain open but are covered by the new window. You can click the zoom box of the new window to see the documents beneath it. With a large monitor, such as the standard Macintosh II monitor, the size of a new document window is based on the width of the text area available between the left and right margins. To close a window, click its close box.

Numbering Lines

You can add line numbers to your document with the Section command on the Format menu.

Line numbers do not appear in galley view or page view. However, they do appear in print preview and when you print the document.

Adding line numbers (Full Menus)

1. Select the section(s) whose lines you want numbered.
2. Choose Section from the Format menu.
3. Under Line Numbers, specify any of the following options:
   - By Page: Starts line numbers at 1 at the top of each page.
   - By Section: Restarts line numbering at 1 at the beginning of each section.
   - Continuous: Numbers lines sequentially throughout the entire document.

4. Then specify the following options:
   - Count By: Numbers lines in the increment you specify, for example, every fifth or tenth line.
   - From Text: Lets you specify the distance between the end of the line numbers and the beginning of the text by typing a measurement in the box. The defaults are 0.25 inch for a single text column and 0.13 inch for multiple columns.

   Word does not number lines in footnotes, tables, headers, footers, or Word 3 side-by-side paragraphs.

Suppressing line numbers for parts of a document (Full Menus)

You can suppress line numbers for some paragraphs in your document with the Paragraph command. Lines in those paragraphs will not be included in the line count.

1. Select the paragraph(s) you want to leave unnumbered.
2. Choose Paragraph from the Format menu.
3. Turn off the Line Numbering option.

For information on	See
Numbering lines in long documents	Long Documents

Numbering Pages

Word offers a variety of page numbering choices. You can control where the page numbers appear on the page, which pages they appear on, the numbering format (Arabic or Roman numerals, or letters), and the numbering sequence. You can vary the numbering format, position, and sequence from one section to another.

Page numbers normally print within the margins. By default, Word prints page numbers in the top margin .5 inch from the top and right edges of the page. You can insert page numbers, however, in any position on the page.

Some printers require minimum top and bottom margins. For example, the Apple LaserWriter does not print less than .5 inch from the edge of the page.

If you want to view where the page numbers will print, choose Print Preview from the File menu or Page View from the Document menu.

You can use any of the following commands to number pages in a document:

- The Section command (Format menu)

  With Section, you can insert and position page numbers, control the numbering sequence, and select the numbering format (Arabic or Roman numerals, or letters). The numbering format and sequence affect all page numbers in the section, including those inserted in a header or footer or with Print Preview. To change the font, font size, and other character formatting of the automatic page numbers, you can use the Define Styles command to modify the automatic style "page number."
- The Print Preview command (File menu)

  When you add page numbers with Print Preview, you immediately can see how they'll look when the document is printed. The page number is printed only in the

current section of the document. If you want to number the pages in all sections of your document, you must insert a page number in each section. You can use the Section command to control the numbering format, starting number sequence, and the position of the page number.

- The Open Header/Footer commands (Document menu)

  Use Open Header or Open Footer when you want to insert a page number within the header or footer. You can change the font or the point size, and add other character formatting to the page number as you do with any other text in the header or footer. Use the Section command to change the numbering format and starting page number within the section.

If you first insert automatic page numbers using the Section or Print Preview command and later insert a page number in a header or footer, Word turns off the automatic page numbering and uses the page number in the header or footer. However, if you insert a page number in a header or footer and then turn on automatic page numbering using Section or Print Preview, Word prints both page numbers.

Inserting page numbers with the Print Preview command

You can position a page number at the default page number position or at any other location on the page. The default page number position Word uses is .5 inch from the top and right edges of the page. After inserting the page number, you can change the page number position by typing new measurements in the From Top and From Right boxes of the Section dialog box.

You also use the Section command to change the default numbering format (initially Arabic numerals). Select a numbering format from the list under Page Number in the Section dialog box and choose the Set Default button.

You can change the character formatting of the page number by using the Define Styles command to modify the automatic style "page number."

If you position the page number by dragging, Word displays the exact position of the page number at the top of the window. Initially, Word uses inches as the default unit of measure. To position the page number more precisely, choose the Preferences command on the Edit menu to change the default measure to points or picas.

To position the page number at the default position:

1. Choose Print Preview from the File menu.
2. Double-click the page number icon.

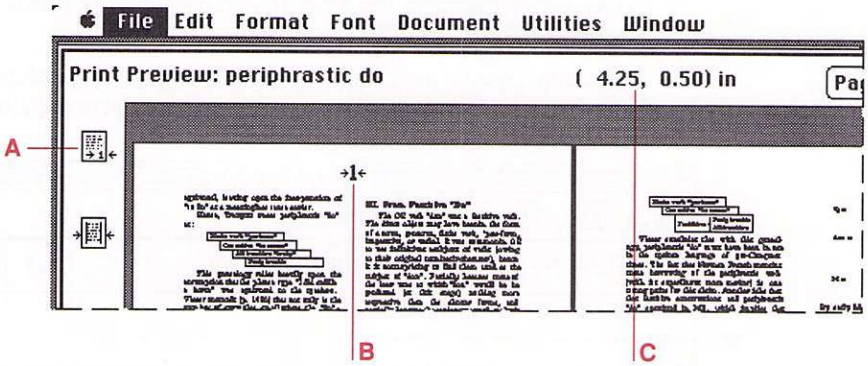
To position the page number at another location on the page:

1. Choose Print Preview from the File menu.
2. Click the page number icon.

   The pointer changes to a number.
3. Move the pointer to the approximate location of the page number and then press and hold the mouse button.

   Word displays the exact position of the page number pointer at the top of the window. The position is measured from the top and right edges of the page.

4. While holding down the mouse button, adjust the pointer position as needed and then release the mouse button.



A *Page number icon*

B *Clicking the page number icon changes the pointer shape to a bold numeral 1.*

C *Hold down the mouse button to see the exact position of the page number as you drag the pointer.*

After you position the page number, you can move it to another location by clicking the page number icon again and then clicking where you want to move the number. See "Repositioning page numbers" in this topic for other ways to move page numbers.

Inserting page numbers with the Open Header/Footer commands

Use Open Header or Open Footer to add page numbers when you want to combine the page number with text; for example, "Page 10." Headers and footers print within the top and bottom margins. The default height for headers and footers is .5 inch, and the width is equal to the width of the main text area between the margins. For information on adjusting the size and position of headers and footers, see "Headers and Footers."

You position the page number within a header or footer paragraph by inserting spaces and tabs, just as you do in an ordinary paragraph. By default, the header and footer paragraph contains two tab stops, one center-aligned tab set at the center of the page and one right-aligned tab set at the right margin. To display the Ruler within the header or footer window, choose Show Ruler from the Format menu.

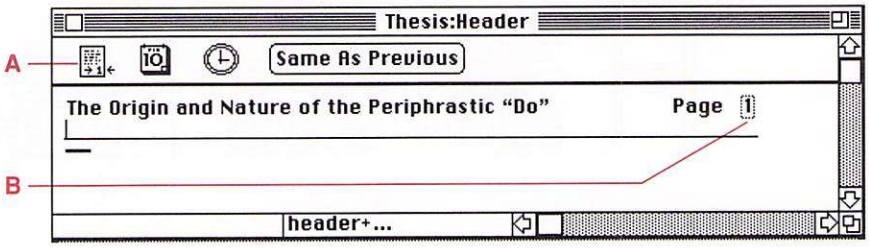
You can use Open Header or Open Footer to add page numbers even if you don't include any other text in the header or footer. It may be easier to center a page number in a header or footer, for instance, than to center a page number you insert using the Section or Print Preview commands.

To insert page numbers with the Open Header/Footer commands:

1. Choose Open Header or Open Footer from the Document menu.
2. Position the insertion point where you want the page number to appear within the header or footer text.

3. Click the page number icon to insert a page number.
4. Click the close box to close the header or footer window.

   To reposition the entire header or footer, use the Print Preview command or the Section command (Full menus).
5. If you don't want a page number on the first page of the section, turn on the First Page Special option under Header/Footer in the Section dialog box.



A *Clicking page number icon inserts page number at insertion point.*
B *Page number*

Inserting page numbers with the Section command (Full Menus)

Use the Section command when you want the page numbers separate from headers or footers.

1. If your document has multiple sections, position the insertion point in the section you want to number.
2. Choose Section from the Format menu.
3. Turn on the Auto option under Page Number.
4. Word uses Arabic numerals (1, 2, 3) as the initial default page numbering format. If you want to change the numbering format (for example, to Roman numerals), select another option from the list box under Page Number.
5. Type the page number position in the From Top and From Right boxes.
6. If you don't want a page number on the first page of the section, turn on the First Page Special option under Header/Footer. The second page of the section will be numbered beginning with 2.
7. Click OK.

Removing page numbers

To remove page numbers that you insert into a header or footer, open the header or footer window and select and delete the page number as you would any character in Word.

You can remove page numbers that you insert with the Print Preview or Section command by choosing Print Preview and dragging the page number outside of the page area.

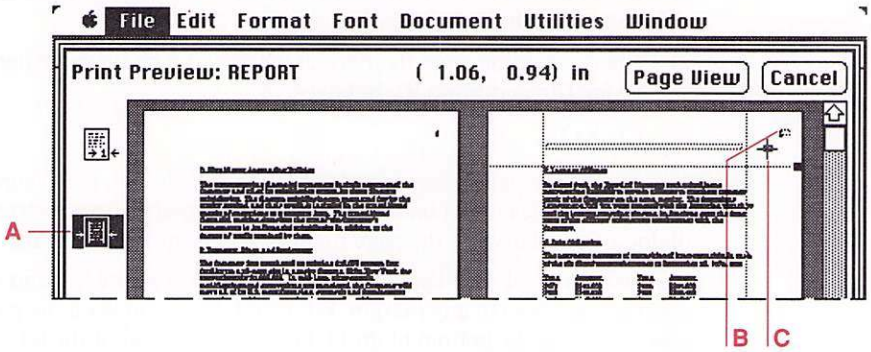
1. Choose Print Preview from the File menu.
2. Click the margins icon.

   Word displays boundary lines around the page elements, including the page number.
3. Position the pointer at the page number.

   The pointer turns into a cross hair when positioned on the page number.
4. Drag the page number from the page.
5. Click the margins icon again or outside of the page area to redisplay the page.

   Word repaginates the document, and the page number disappears from all pages in the current section.

You also can remove page numbers that you insert with the Section command by turning off the Auto option under Page Number.



A *Click the margins icon to display boundary lines.*

B *You can move the page number only when boundary lines are displayed.*

C *Pointer changes to a cross-hair shape when positioned on the page number.*

Repositioning page numbers

You can change the position of page numbers three ways:

- To see the page as you reposition the page number, use the Print Preview command.
- To specify a more accurate measure, or if you don't need to see the page during repositioning, use the Section command.
- To change the position of page numbers in a header or footer, open the header or footer window and change the tab stop position, text alignment, or other paragraph format options.

To reposition page numbers with Print Preview, you can insert a new page number at a different location or drag the existing page number. To insert a new page number, follow the steps described earlier under "Inserting page numbers with the Print Preview command."

To reposition existing page numbers with the Print Preview command:

1. Choose Print Preview
2. Click the margins icon to display the boundary lines of the page elements.
3. Position the pointer on the page number.

   The mouse pointer changes to a cross hair.
4. Drag the page number to the new location.

   The position of the pointer is displayed at the top of the window as you drag the page number.
5. Click the margins icon again or outside of the page area to redisplay the page.

   The page number appears at the new location.

To reposition page numbers with the Section command (Full menus only):

1. If you don't know the size of your margins, choose Document from the Format menu and check them.
2. Choose Section from the Format menu and type the page number position in the From Top and From Right boxes.
3. Click OK.

If you want the page number to print in the top margin, make sure the measurements are less than the corresponding Top and Right margin measurements in the Document dialog box. Otherwise, the page number will print within the main text area.

You can use the From Top and From Right boxes in the Section command to position the page numbers in any margin. For example, if you want the page number to print a half inch from the bottom of an 11-inch page (instead of the top), type *10.5* in the From Top box. Remember that some printers require a minimum margin area and cannot print within that area.

If Even/Odd Headers in the Document dialog box is turned on, Word uses the measurement you typed in the From Right box (in Section) to print the page number the specified distance from the right edge of the page on right-hand (odd-numbered) pages, and from the left edge of the page on left-hand (even-numbered) pages.

If you want to reposition the page number in a header or footer, open the header or footer window and change the indents, tab stops, text alignment, or other paragraph formats of the header. You can change the formatting using the Paragraph command or the ruler. You also can use the Define Styles command to change the automatic styles named "header" and "footer."

Starting page numbering sequence (Full Menus)

These procedures are optional; if you don't specify a page numbering sequence, Word numbers pages consecutively throughout the sections of your document.

To start numbering each section from 1:

1. Choose Section from the Format menu and turn on the Restart at 1 option.
2. Click OK.

   You must do this for each section that you want to be numbered starting from 1.

If you are combining several documents into one larger document, you can start numbering the pages of the documents from a number other than 1. For information on how to number pages consecutively throughout all linked documents in a series, see "Long Documents."

To start numbering pages of a document from a number other than 1:

1. Choose Document from the Format menu.
2. Type the number in the Number Pages From box.
3. Click OK.

Suppressing page numbers on the first page

You can prevent the page number from printing on the first page of your document and begin numbering subsequent pages from 1 or 2.

You can suppress the page number from the first page and start numbering the second page from 2 in one of two ways, depending on whether you inserted the page number using the Section command or within a header or footer.

To begin numbering the second page from 2 using the Section command:

1. Choose Section from the Format menu.
2. Turn on the Auto option under Page Number.
3. Turn on the First Page Special option under Header/Footer.
4. Click OK.

To begin numbering the second page from 2 within a header or footer:

1. Choose Section from the Format menu.
2. Turn on the First Page Special option under Header/Footer.
3. Click OK.
4. Choose Open Header or Open Footer from the Document menu.
5. Position the insertion point where you want the page number to appear, and click the page number icon.
6. Click the header or footer window close box.
7. Choose Open First Header or Open First Footer from the Document menu.
8. Delete any first header or first footer text if necessary and then click the close box.

To number the second page of your document from 1, you place the first page of the document in a separate section and suppress the page numbering from the first section. Restart numbering the next section from 1.

NOTE You should use this procedure only after you have completed editing the first page. If you edit the first page and alter the pagination after you have suppressed the page number with this technique, you must delete the section mark and repeat this procedure.

To number your document with the second page starting at 1:

1. Choose Repaginate Now from the Document menu or choose Insert Page Break from the Document menu to insert a manual page break at the end of the first page.
2. Move the insertion point to the top of the second page and press Command-Enter to insert a section break.

   Word removes the automatic page break at the end of page 1 when you next repaginate or print your document.
3. Position the insertion point after the section break mark.
4. Choose Open Header or Open Footer from the Document menu.
5. Position the insertion point and click the page number icon to insert the page number.
6. Click the close box to close the header or footer window.
7. Choose the Section command from the Format menu.
8. Click the Restart at 1 option under Page Number to turn it on but do *not* turn on the Auto option.
9. If you paginated the document using the Repaginate Now command, make sure that the New Page option under Section Start is selected.

   If you inserted a manual page break at the end of the first page of the document, select the No Break option under Section Start.
10. Click OK.

Changing the page number defaults (Full Menus)

You may want to change the default settings if you often use a numbering format or page number position different from the initial defaults set by Microsoft.

1. Choose Section from the Format menu.
2. Make the changes you want to the numbering format and the page number position under Page Number.
3. Click the Set Default button.
4. Click OK.

   Word uses the new default settings in documents that you subsequently create. Page numbers in existing documents are not changed.

Changing the character formatting of page numbers

You can change the font, point size, and other character formatting of page numbers in a header or footer as you do for any text. To change the character formatting of page numbers that you insert with the Section or Print Preview command, change the automatic style "page number."

To change the character formatting of header and footer page numbers:

1. Choose Open Header or Open Footer to open the header or footer window.
2. Select the page number.
3. Choose the Character command from the Format menu and select the desired formatting options or use character formatting keys to apply the formatting.
4. Click the close box to close the header or footer window.

To change the character formatting of automatic page numbers:

1. Choose Define Styles from the Format menu.

   Normally, names of the automatic styles supplied by Word appear in the Define Styles list only after a style has been used in the document. If you have not already inserted an automatic page number using the Section or Print Preview command, press Shift while you choose Define Styles. All automatic styles appear in the list.
2. In the list box, select the style named "page number."

   Because page number is an automatic style supplied by Word, a bullet appears beside the style name.
3. With the page number style name highlighted, choose the Character command from the Format menu and select the formatting options or select a font and a point size from the Font menu.
4. Click Define.
5. Click OK.

For information on	See
Numbering pages in long documents	Long Documents
Using and formatting sections of a document	Section Command Sections
Using headers and footers	Headers and Footers Open Footer Command Open Header Command
Positioning parts of a document on the page	Page Layout Print Preview
Redefining the "page number" automatic style	Styles: Formatting the Easy Way
Changing the character formatting of header and footer page numbers	Character Formatting

Numbering Paragraphs

You can number paragraphs of text in a variety of ways with the Renumber command. You can specify simple or multi-level numbering. Following are some of the possibilities using Renumber.

- Simple Arabic numerals: from 1. to . . .
- Simple Arabic numerals starting with the number you specify: 102. to . . .
- Simple Arabic numerals enclosed or followed by special characters: (1), -1-, 1:
- Numbers in different formats: you can choose from uppercase or lowercase letters of the alphabet, or uppercase or lowercase Roman numerals
- Legal- or outline-style numbers for subordinate levels of text
- Updated numbers after you've added or rearranged paragraphs

Numbering Levels

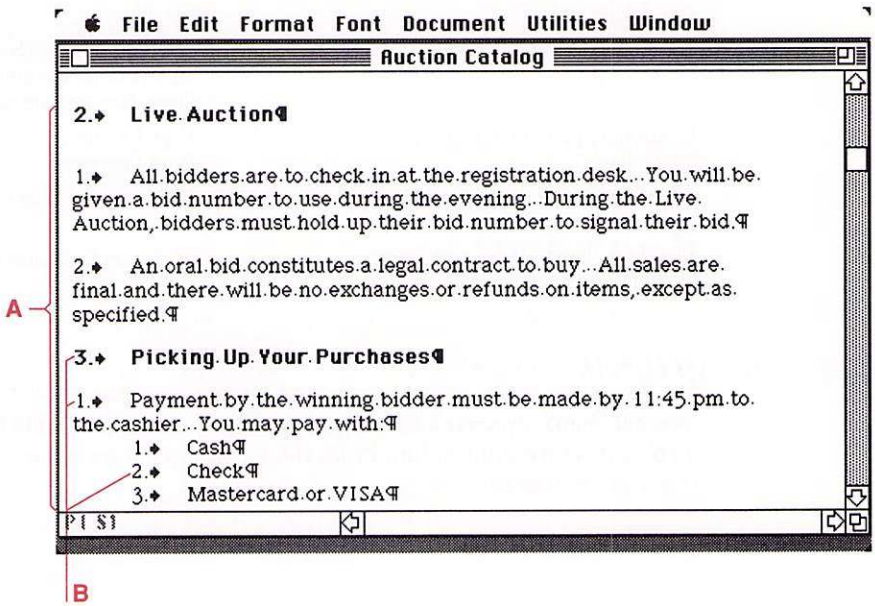
The Renumber command recognizes subordinate levels and numbers them accordingly, which enables you to number outlines or use legal numbering. Word determines the levels of paragraphs in two ways:

- If you created an outline in outline view, Renumber recognizes the levels you assigned, and numbers the paragraphs according to their outline level.
- If you are numbering paragraphs of text, Renumber uses the amount of indentation to assign a level — the farther to the right a paragraph is indented, the more subordinate it is. To change indentation, use the indent marker on the ruler or the Indents option in the Paragraph dialog box. Indenting a paragraph or line with a tab does not change its level.

Choosing Numbering Schemes

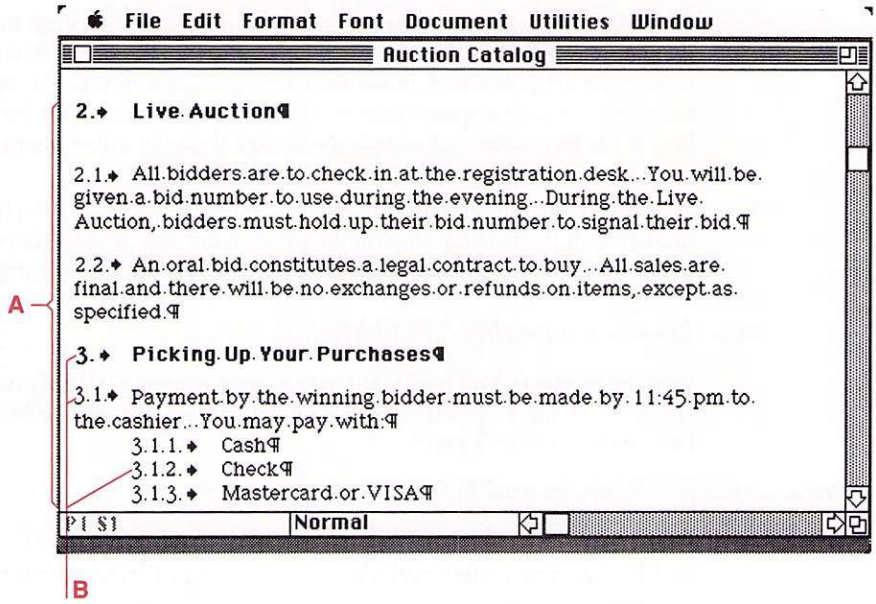
When you number paragraphs that have different levels, you can choose one of two numbering schemes: the 1 option or the 1.1 option under Numbers in the Renumber dialog box.

- The 1 option displays and prints one number or component per paragraph, like this:



A *Numbered paragraphs: The 1 option is chosen in the Renumber dialog box.*
B *Each level displays only one number.*

- The 1.1 option gives you several components — the current number plus numbers for all superior levels — like this:



A *Numbered paragraphs: The 1.1 option is chosen in the Renumber dialog box.*
B *Each level displays all numbers in the series.*

The third option under Numbers, By Example, looks at the first paragraph in each level and applies the numbering scheme used there to the rest of the paragraphs at that level.

Number Formatting

You can choose among several number formats:

- Arabic numerals: 1, 2, 3
- Roman numerals, uppercase or lowercase: I or i
- Letters of the alphabet, uppercase or lowercase: A or a

Each level or component can have a unique number format. For example, you can use traditional outline numbering by choosing different number formats for each level: uppercase Roman numerals for the first level, uppercase letters for the second level, Arabic numerals for the third level, and so on.

In addition to the number format, you can choose the separator character, i.e., the character that precedes, follows, encloses, or separates the components from each other. In addition to the default period, you can choose among many symbols and punctuation marks. For a list of characters you can use, see "Renumber Command."

Numbers you add using the Renumber command appear in the same character formatting (the font, font size, and style) as the first character of each paragraph.

When Word numbers paragraphs, it inserts a tab mark between the number and the text in the paragraph. The text aligns with the first tab stop for that paragraph. If you want to readjust the placement, move the tab stop to your liking. To separate the number from the text with a space instead of a tab, insert a space after the entry in the Format box of the Renumber command. (Note: this does not affect previously numbered paragraphs.)

You can create paragraphs with hanging indents by aligning the lower left-indent marker with the first tab stop on the ruler and positioning the upper indent (first line) marker to the left. The numbers will appear to the left of the paragraph.

Simple numbering (Full Menus)

In some instances you may want to number paragraphs of only one level. To number single-level paragraphs use the Renumber default options: Arabic numerals followed by a period and a tab mark.

1. Select the paragraphs you want to number.
2. Choose Renumber from the Utilities menu.
3. If you want to start with a number other than 1, type the number in the Start At box.
4. Click OK.

Word does not number blank paragraphs. You can select several paragraphs for Word to renumber, even if there are blank paragraphs between them for spacing purposes.

Simple numbering: varying the format (Full Menus)

This procedure assumes that you have only one level of paragraph.

1. Select all the paragraphs you want to number.
2. Choose Renumber from the Utilities menu.
3. In the Format box, type a format symbol:

To specify	Type format symbol
Arabic numerals	1
Roman numerals, uppercase	I
Uppercase letters	A
Roman numerals, lowercase	i
Lowercase letters	a

4. Click OK.

Changing separator characters (Full Menus)

1. Select the paragraphs containing the numbers with the separator characters you want to change.
2. Choose Renumber from the Utilities menu.
3. Type the starting number in the Start At box.
4. Type format symbols and the separator characters in the Format box.

   If you want a separator character to precede the number, type it first.

   Following are examples of ways to use separator characters:

   - -1-
   - (2)
   - 1-a
5. Click OK.

In the Format box, you can designate the separator characters and number formats for subordinate levels. The first characters and format symbols you type will apply to the components in the first paragraph of the selection. You can type more format symbols and separator characters that will apply to subordinate levels in the selection. If you do not specify a separator character for a particular level, Word uses periods. If you do not specify a number format, Word uses Arabic numerals.

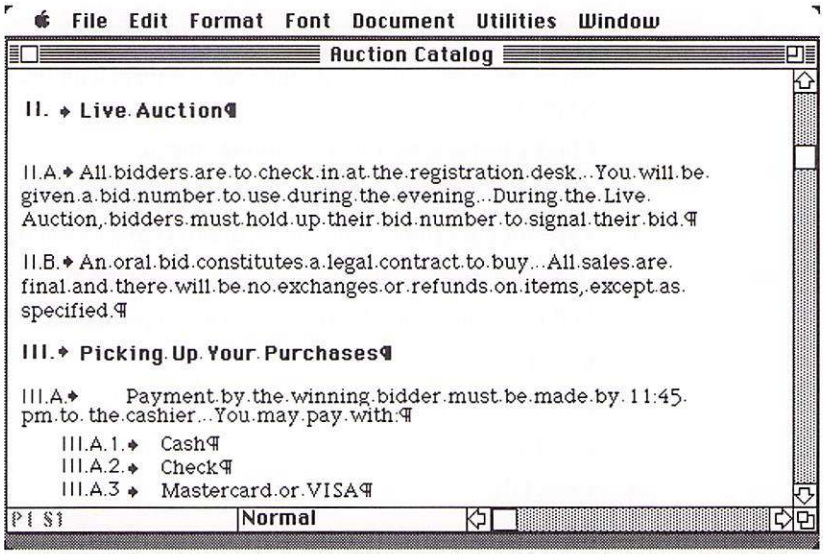
Numbering with traditional outline format (Full Menus)

You can number an outline in the traditional way: Roman numerals indicating first levels, uppercase letters indicating second levels, Arabic numerals indicating third levels, and so on. You can number an outline you created in outline view (see "Numbering in outline view," following, for more information) or an outline you created by changing the levels of indentation from paragraph to paragraph.

1. Select the paragraphs you want to number.

   If there is no selection, Word renumbers the entire document.
2. Choose Renumber from the Utilities menu.
3. In the Format box, type *I.A.1.a.i.*
4. If you want all components to show at each level, click 1.1 under Numbers. If you want just one component at each level, click 1.
5. Click OK.

Word numbers the paragraphs in traditional outline fashion.



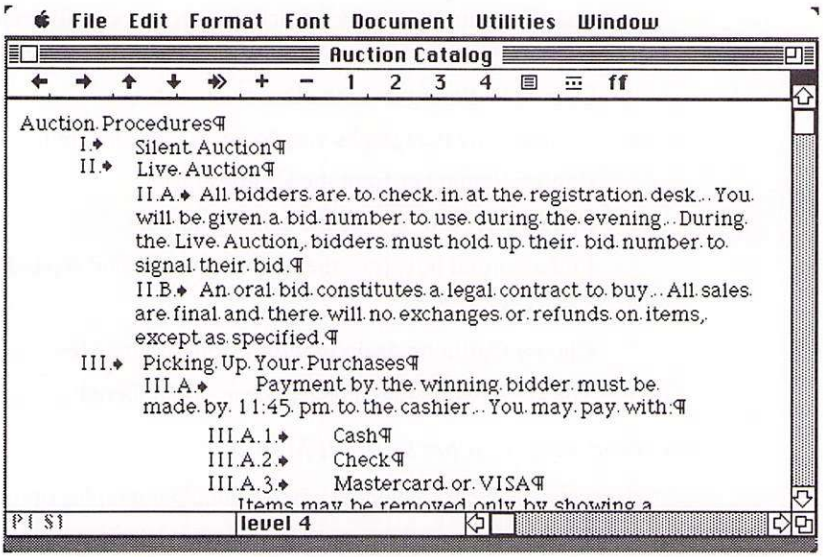
Numbered paragraphs in outline format: In the Renumber dialog box, I.A.1 is in the Format box, and the 1.1 option is chosen.

Numbering in outline view (Full Menus)

Because Word numbers only expanded headings, you may need to expand and collapse headings before you number. Omit your title (at level 1) from the selection before choosing Renumber if you do not want it numbered.

1. Select the outline headings you want to number.

   If there is no selection, Word renumbers the entire document.
2. Choose Renumber from the Utilities menu.
3. Type the starting number in the Start At box.
4. Type the format symbols and separator characters in the Format box. For example, type *I.A.1.a.i.*
5. If you want all components to show at each level, click 1.1 under Numbers. If you want to show only one component at each level, click 1.
6. Click OK.



This is a numbered outline: Word numbers according to outline levels.

Numbering selectively (Full Menus)

You may want to number only certain paragraphs, such as headings or empty paragraphs, i.e., a paragraph mark with no preceding text. There are two ways to number selectively.

1. At the beginning of each paragraph you want numbered, type any number followed by a tab mark. If you want to type a letter, follow it with a period and a tab mark.

   You can type a number and tab mark once, and then choose the Again command from the Edit menu or use the Command-A key combination to repeat the insertion.

2. Select all the paragraphs you want to number, including any paragraphs between that you don't want numbered.
3. Choose Renumber from the Utilities menu.
4. Click Only If Already Numbered.

   Word renumbers only paragraphs that were already numbered.

5. In the Start At box, type the starting number.
6. In the Format box, type the format symbols and separator characters.
7. Click OK.

Because Word numbers only expanded text, you can also number selectively using outline view.

1. Choose Outlining from the Document menu.
2. Collapse any paragraphs you do not want numbered.
3. Choose Renumber from the Utilities menu.
4. In the Start At box, type the starting number.
5. In the Format box, type the format symbols and separator characters.
6. Click OK.
7. Choose Outlining again to return from outline view.

   The collapsed paragraphs reappear, unnumbered.

Updating numbers (Full Menus)

You can renumber to include newly added paragraphs, or to change the numbering scheme.

1. Select the paragraphs you want to renumber.

   If there is no selection, Word renumbers the entire document.
2. Choose Renumber from the Utilities menu.
3. In the Start At box, type the starting number.
4. In the Format box, type format symbols and separator characters.
5. To change the numbering scheme, click another option under Numbers.
6. Click OK.

Word replaces existing numbers with new numbers and adds numbers to previously unnumbered paragraphs.

Removing numbers (Full Menus)

If you just renumbered a selection and want to undo the numbers, choose Undo from the Edit menu as the first action after renumbering. If you want to remove only certain numbers, select the number and the tab mark that follows, and then press Backspace.

To remove numbers for larger selections:

1. Select the paragraphs from which you want to remove numbers.
2. Choose Renumber from the Utilities menu.
3. Click Remove.
4. Click OK.

To restore the numbers, choose Undo as the first action after Remove.

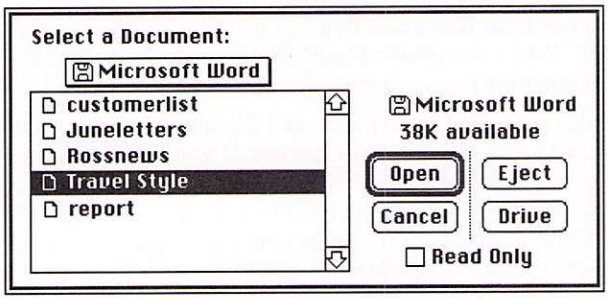
For information on	See
Separator character list	Renumber Command
Outlines	Outlining
Changing tab stops	Tabs and Tables

Open Command

On the File menu.

The Open command gets a document from the disk and displays it in a window. The insertion point is placed at the beginning of the document. If you saved changes to the document when you closed it, Word reopens the window in the same size and position it was in when the file was last saved. Word also remembers your last selection before the file was saved. To restore that selection, use the Go Back command on the Utilities menu. In this way, you can resume work without having to scroll through the document.

The Open command also shows you which disk is in the disk drive and how much space is available on that disk.



List box Lists the names of all the Word documents and folders on the current disk. Icons to the left of the name indicate whether the item is a document or a folder. The list box also includes the names of any unformatted ASCII text documents of Macintosh file type "TEXT." The names of Microsoft Works, MacWrite, MacPaint, and Interchange format (RTF) documents also appear in the list box. If you open a document that has Interchange format, a message asks if you want Word to interpret Interchange format as Word formatting or open the document as an ASCII text document.

Open Opens the selected document.

Eject Ejects the disk whose name appears above the Eject button. If you have another disk drive, Word then displays the contents of the disk in that disk drive. When you insert a disk in the empty disk drive, Word displays the contents of the disk you inserted.

Drive Displays a list of folders and documents on the disk in the other disk drive. Appears dimmed if you have only one disk drive or if a second disk drive is empty.

Read Only (Full menus) You can open any document as read only, which allows you to look at the contents of the document but not make any changes to it. You can save the document under a different name and then open the new document and proceed to edit it. You now have two documents — the original read-only document and your newly edited document.

Using Open with Other Commands

You can also use Open with these commands:

- Glossary — Choosing Open with the Glossary dialog box open displays the names of glossaries on the disk (the Standard Glossary plus any others you saved as separate glossaries). When you select a glossary name and click the Open button, that glossary's entries are added to the list in the Glossary dialog box.
- Define Styles — Choosing Open when the Define Styles dialog box is open merges the style sheet for the document you open with the style sheet of the current document.
- Spelling — Choosing Open with the Spelling dialog box open displays a list of dictionaries on the disk; when you open one of them, Word checks that dictionary (in addition to the MS Dictionary) whenever you check spelling.

Word can open files created in any graphics program that can save in the MacPaint format. When you open a MacPaint file with Word, the file opens into a new untitled Word document.

You can press Shift while choosing Open to display the names of all files on the disk, not just folders and Word documents. If you select and open a file in a format not recognized by Word, Word opens the file and reads it as ASCII characters. You can use this method to open files of other programs, such as EPSF (Encapsulated PostScript File). These files may contain sequences of special characters or binary characters, which may show up as small boxes. You can delete the special characters and save the text as a Word document.

For information on	See
Using glossaries	Glossaries Glossary Command
Checking spelling	Spelling Spelling Command
Using styles	Define Styles Command Styles Command Styles: Formatting the Easy Way

Open Footer Command
Open Header Command

On the Document menu.

The Open Header and Open Footer commands create or display headers and footers for the current section. Headers and footers appear in the top or bottom margins of pages when you print or preview the document.

If you turn on the Even/Odd Headers option in the Document dialog box, these two commands become four commands: Open Even Header, Open Even Footer, Open Odd Header, and Open Odd Footer. If you turn on First Page Special in the Section dialog box, Word adds Open First Header and Open First Footer to the Document menu.

Header and footer windows include icons for adding page numbers, and for printing the date or the time in headers and footers of your document. These icons are placeholders that tell Word to insert the current date and/or time when you print, or to insert the appropriate page number when the document is repaginated.

You type, edit, and format paragraphs for headers and footers as you do other text. Headers and footers can include more than one paragraph.

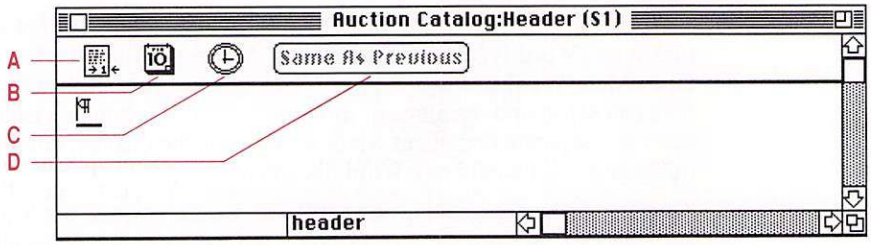
Headers and footers you create do not appear in the document window. To display headers or footers, choose Open Header or Open Footer from the Document menu, or Print Preview from the File menu, or Page View from the Document menu.

You can use Print Preview to adjust a header's or footer's vertical position within the margin, or you can use the Section command to adjust positioning more precisely.

To position a header or footer horizontally (for example, to center it), use the Paragraph command.

When you choose Open Header or Open Footer in galley view, you see the following window. In addition to the document title, the window title bar shows the type of header or footer and the section number, if applicable.

To close a header or footer window, click the close box in the upper-left corner. Click in the document window to resume work without closing the header or footer window.



A *Page number icon*

B *Date icon*

C *Time icon*

D *This button is available only if you are working with Full menus.*

When you choose Open Header or Open Footer in page view, Word scrolls to the header or footer area of the page and positions the insertion point in that area.

Page number icon Inserts a page number in the header or footer. The page numbers follow the format specified in the Section dialog box.

Date icon Inserts the date of printing in the header or footer. The date appears in month/day/year format. Additional formats are available in the Standard Glossary.

Time icon Inserts the time of printing in the header or footer. The time appears in hours:minutes format. Additional formats are available in Word's Standard Glossary.

Same as Previous Replaces the existing header or footer text with another header or footer from the current section or a previous section. Word first searches for an odd header or footer in the current section. If there is not one in the current section, then Word searches for and uses the header or footer from the previous section. If there isn't one, Word continues back toward the beginning of the document until it finds a header or footer or until it reaches the beginning of the document.

For information on	See
Setting the system clock	Your Macintosh owner's guide
Creating headers and footers	Headers and Footers
Aligning headers and footers	Paragraph Command
Positioning headers and footers	Headers and Footers Page Layout Section Command

Open Mail Command

On the File menu (Full menus only).

You can use the Open Mail command only if your Macintosh is connected to a Microsoft Mail server and you are signed in to your mailbox. Microsoft Mail is an electronic mail program created by Microsoft. With Microsoft Mail, Macintosh users can easily exchange files and messages over an AppleTalk network.

You use the Open Mail command to open Word documents that you receive as mail messages (Word-type messages) in your Microsoft Mail mailbox. When you choose Open Mail, Word displays a list of Word-type messages currently in your mailbox. You can select and open one or more messages. Word places each message that you open in a separate document window, and you can display, edit, print, and save a message as you would any Word document.

To open mail messages that are not Word documents, use the Microsoft Mail desk accessory on the Apple menu. For more information, see Appendix G, "Using Microsoft Mail in Word."

Outline Command

On the Format menu.

The Outline command displays selected characters as white characters outlined, or removes the outline format if all the characters are already outlined. If you have multiple formats in your selection, Word uses the first character in the selection to determine whether to turn the outline format on or off. For example, if the first character in the selection is in outline format, Word turns off the outline format for the entire selection.

This text is in outline format.

You can choose the Outline command before typing so that the text you type at the insertion point is in outline format.

For information on	See
Formatting characters	Character Command Character Formatting

Outlining

An outline is a list of ideas arranged to show how the ideas relate to one another. An outline can serve as the backbone of a document — the structure that organizes the development or presentation of information.

Using an outline can help you write high-quality documents more quickly and efficiently. With an outline you can:

- Structure information and display the relationships among ideas.
- Reorganize a document with a few keystrokes or mouse movements.
- Go through and look at parts of your document quickly — even more quickly than scrolling through the document text.

In Word, the outline is a different view of the document, rather than a separate document. Changes you make to the outline automatically become a part of the document, and vice versa. Therefore, the outline does not need to be saved separately.

Outline structure consists of two kinds of paragraphs:

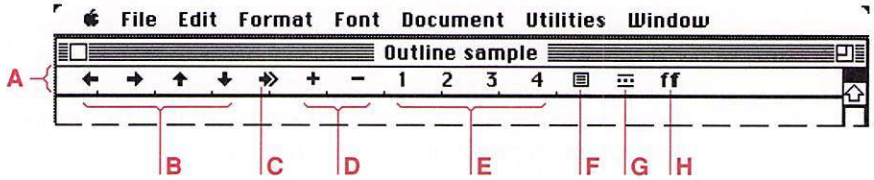
- Headings, which are the main ideas or topics.
- Body text, which is the text that explains the main ideas.

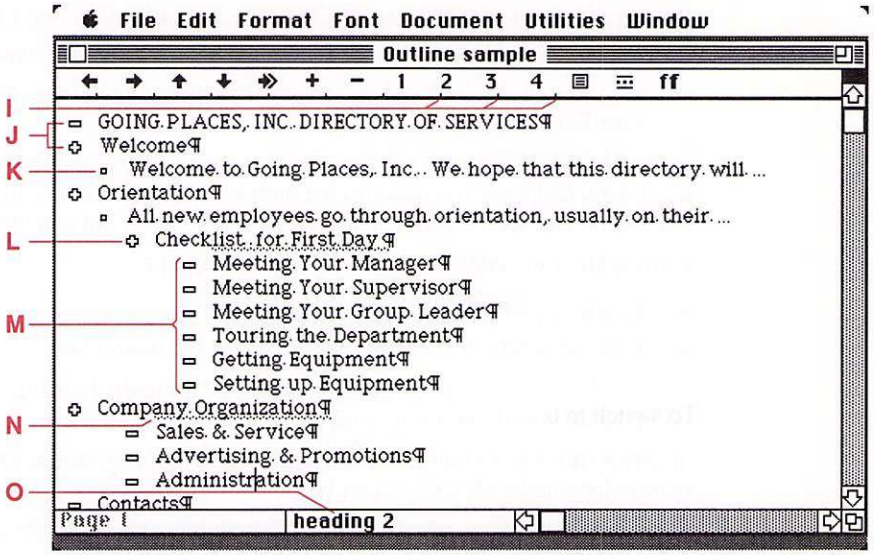
Paragraphs with one of the styles "heading 1" through "heading 9" are treated as outline headings. Paragraphs with other styles are treated as body text.

When you switch to outline view, Word displays the outline icon bar, which you use to manipulate the headings and text in the outline.

Outline indention is controlled by the default tab stop measurements set in the Document dialog box. Notice that each heading level is indented an amount corresponding to its level. Body text is indented a half level more than the heading level it falls under.

When you first switch to outline view, all body text is displayed. To see more headings of your outline, you can click the show body text icon to display only the first line of each paragraph of body text, followed by an ellipsis. To display all the body text again, click the show body text icon. (All body text is always shown in galley view or page view.)





- **A** *Outline icon bar*
- **B** *Promote/Demote/up/down arrows*
- **C** *Demote to body text arrow*
- **D** *Expand/collapse icons*
- **E** *Show levels*
- **F** *Show all icon*
- **G** *Show/hide body text icon*
- **H** *Show/hide formatting icon*
- **I** *Level indentation marks (at default tab stops)*
- **J** *Level 1 headings*
- **K** *Body text (notice ellipsis)*
- **L** *Level 2 heading*
- **M** *Level 3 headings*
- **N** *Collapsed subtext*
- **O** *Shows heading level of paragraph containing the insertion point*

In outline view, Word automatically displays character and paragraph formats. If you do not want to show character formatting, click the show/hide formatting icon on the outline icon bar to turn it off.

In outline view, you can:

- Type an outline.
- Select parts of the outline for various adjustments and alterations.
- Assign heading levels.
- Collapse and expand text beneath outline headings.
- Reorganize the outline.
- Travel quickly through a long document.
- Number the outline headings.
- Print the outline.
- Prepare a table of contents.

Switching to outline view (Full Menus)

With either a new document or a previously created document, you can switch from galley view or page view into outline view by choosing Outlining from the Document menu.

To switch to outline view:

1. Open the document you want to outline, or create a new document.
2. Choose Outlining from the Document menu.

   To switch from outline view, choose Outlining again.

When you switch to outline view, your text moves to the right and outline selection icons are displayed to the left of your text. These icons are an outlined cross, outlined bar, and outlined square bullet, which indicate subheadings following, no subheadings, and body text, respectively.

Typing an outline (Full Menus)

If you are creating a new outline, type the text in outline view and use the promote and demote arrows and the show body text icon on the icon bar to set your outline headings and body text in the following way:

1. Type the first heading and press Return.

   This inserts a first-level heading paragraph and starts another first-level heading.
2. Type the rest of the outline paragraphs, assigning levels as you type:

   If the paragraph is at the same level as the previous paragraph, continue typing.

   If the paragraph is at a lower level than the previous paragraph, click the demote (right) arrow to demote the heading level.

   If the paragraph is at a higher level than the previous paragraph, click the promote (left) arrow to promote the heading level.

If the paragraph is body text, click the demote to body text icon on the outline icon bar and type whatever body text you need.

For full details on demoting and promoting paragraphs in an outline, see "Assigning heading levels" later in this section.

Selecting parts of an outline (Full Menus)

Within a single paragraph of an outline you select text as you do in galley view. You can select characters, words, lines, and sentences, as well as the whole paragraph.

Once the selection extends beyond the boundary of a single paragraph, the selection extends by whole paragraphs.

For most outlining actions, you will want to select whole paragraphs and, often, their subordinate headings and body text, too. All the headings and body text between two headings of the same level are called subtext of the heading preceding them.

The heading level of a paragraph shows its relationship to other headings in the outline. Body text is associated with a particular heading and is indented to show this relationship.

Icons appearing to the left of the paragraphs in your outline are called outline selection icons. The shape of the icon indicates whether a paragraph is an outline heading or body text. If the paragraph is a heading, the icon indicates whether the heading has associated subheadings and/or body text.

Icon	Relationship to outline text
▭	There are no subordinates to this outline heading.
✚	There are subordinates to this outline heading.
▫	This is body text.

You can use these icons to quickly select parts of your outline:

To select	Do this
One paragraph or heading without subtext	Hold down Option and click the outline selection icon next to the paragraph, or click once in the selection bar next to the paragraph.
Heading and its subtext	Click the outline selection icon next to the heading, or double-click in the selection bar next to the heading.

When you point to an outline selection icon, the mouse pointer shape changes to a four-headed arrow. You can drag the selection to reorganize your outline or promote or demote the selected headings.

Assigning heading levels (Full Menus)

Each paragraph in an outline is either a heading, which is associated with the styles "heading 1" through "heading 9," or body text, which has any other style. The commands in outline view that turn a paragraph into body text also assign the Normal style.

The show/hide body text icon on the outline bar displays or hides body text. You can click the icon to alternate between showing and hiding body text. The show/hide formatting icon on the outline bar displays or hides character formatting you've applied to the outline headings. You can click the icon to alternate between showing and hiding this character formatting.

You can change the structure of the outline to reflect the relationships among ideas. To change the structure, you shift headings to the left or right to assign different levels or shift text up and down without promoting or demoting it, as follows:

1. Select Outlining from the Document menu, if necessary.
2. Select the heading you want to change.

   To promote a heading, drag the outline selection icon to the left. To demote a heading, drag the outline selection icon to the right.

   As you drag, Word displays the heading level in the style area to the left of the horizontal scroll bar.

   To demote a heading to body text, drag the outline selection icon to the far right.

   To move the selected text without promoting or demoting the outline headings, drag the outline selection icon up or down.

NOTE You can also move headings and text within your outline by clicking arrow icons in the outline icon bar. You can demote a heading to body text by pressing Command-Right Arrow or by clicking the demote to body text icon on the outline icon bar.

When you promote or demote a heading, you change the style that is applied to it and the amount of indent it has for outline display.

Because of the relationship between styles, outline headings, and body text, you can promote or demote paragraphs outside of outline view by applying a different style. For example, to turn any heading into body text, apply a style other than one of the heading-level styles.

Collapsing subtext (Full Menus)

In an outline, you can collapse a heading's subtext to hide the text.

To collapse all subtext below a heading:

- Double-click the outline selection icon to the left of the heading, or
- Select the entire heading and click the collapse (minus) icon on the outline icon bar.

To collapse successive levels of the subtext below a heading:

- Position the insertion point in the heading and click the collapse icon.

When subtext is collapsed, it is replaced by a gray line under its heading.

The extent of collapsing depends on the selection when you click the collapse icon. If the selection is a whole paragraph, click the collapse (minus) icon to collapse all the subtext. If the selection is less than a paragraph, click the collapse icon to collapse

the lowest level of paragraph in the subtext. Word considers body text as lower than level 9 headings.

NOTE You may want to collapse specific headings regardless of their level by selecting the heading and pressing Command-– (minus on the keypad).

Except for the first paragraph in the selection, only the selected headings and body text disappear. This is convenient if you want some paragraphs to be hidden, but not others at the same level or lower.

Expanding subtext (Full Menus)

In an outline, you can expand a heading to display collapsed subtext.

To display all collapsed subtext below a heading:

- Double-click the outline selection icon to the left of the heading, or
- Select the entire heading and click the expand (plus) icon on the outline icon bar.

To expand successive levels of the subtext below a heading:

- Position the insertion point in the heading and click the expand icon.

The subtext replaces the gray line below the heading.

The extent of the expansion depends on the selection when you click the expand icon. If the selection is a whole paragraph, Word expands all the subtext.

If the selection is less than a paragraph, Word expands the next lower level of heading paragraph of the subtext. Body text is expanded after all headings are expanded.

Displaying specific levels (Full Menus)

You can specify which levels will be displayed in your outline. All headings below that level collapse. All headings of that level or higher are displayed.

To display specific outline levels:

- Click a level number from 1 to 4 on the outline icon bar or press Command-Option-T and type any number from 1 to 9.

To expand all headings and body text:

- Click the show all icon on the outline icon bar, or press * (asterisk) on the keypad.

For more information about displaying specific headings using the keyboard, see the *Quick Reference Guide for Microsoft Word 4.0*.

Reorganizing an outline (Full Menus)

You can reorganize an outline, and, therefore, a document, by selecting and moving headings and body text. In most cases, you will probably want to move subtext when you move a heading. To assure this, click the outline selection icon opposite the heading. All subordinate headings are also selected.

To move paragraphs a short distance:

1. Click the outline selection icon next to the paragraph or heading you want to move.
2. Drag the selection up or down to the location you want.

   When you click on an outline selection icon, all subordinate paragraphs of the heading are also selected and move with the heading. To move selected headings independent of subtext, hold down the Option key while dragging your selection.

To move paragraphs farther than a few lines in the outline:

1. Select and collapse the headings you want to move.
2. Choose Cut from the Edit menu.
3. Position the insertion point at the new location.
4. Choose Paste from the Edit menu.

Changing the order of headings and body text does not change their levels.

Moving through a long document (Full Menus)

An outline displays a condensed view of a document, so you can move quickly through a long document. To do this:

1. Collapse the outline by clicking the number 1 in the icon bar.
2. Select the heading for the text you want to move to, and scroll until that heading is at the top of the window.

   If the headings currently displayed would not bring you close enough to the point in your text that you want to move to, expand the headings until you can select a heading nearer to the place where you want to be.
3. Choose Outlining from the Document menu to switch out of outline view.

Numbering outline headings (Full Menus)

You can number the headings in an outline in several ways by using the Renumber command on the Utilities menu.

To number your outline headings:

1. Select the outline.
2. Choose Renumber from the Utilities menu.
3. In the Format box, type the numbering sequence you want (for example, type *I.A.1.a.i.*).
4. Click OK.

Printing an outline (Full Menus)

Word prints only those paragraphs that are displayed when you choose Print; it prints the entire paragraph (not only the first line that appears in outline view). Word does not print headings or body text that is collapsed.

To print your outline:

1. Expand or collapse headings in the outline until only the text you want to print is displayed.
2. Choose Print from the File menu.

Preparing a table of contents from an outline (Full Menus)

You will want to wait until you are ready to print your final document before compiling the table of contents. Page numbers can vary if you add or delete text, or change text or page formatting.

To prepare a table of contents:

1. Create your outline in the usual way.
2. Choose Table of Contents from the Utilities menu.
3. Select Outline in the Collect box.
4. Click Start to compile the table of contents.

For information on	See
Automatic styles	Styles: Formatting the Easy Way
Using an outline to create a table of contents	Table of Contents Table of Contents Command Insert TOC Entry Command
Numbering	Numbering Paragraphs Renumber Command
Sorting	Sorting
Definitions of outlining styles	Default Settings

Outlining Command

On the Document menu (Full menus only).

The Outlining command turns outline view on and off in the active window. Turning on outline view does the following:

- Displays the outline icon bar.
- Hides the ruler if it was displayed when you turned on outline view.
- Suppresses character and paragraph formats unless you click the show/hide formatting icon on the outline icon bar.
- Displays outline headings indented according to their levels and marked with outline selection icons to show whether headings have subordinate headings.
- Displays one line of each paragraph of body text indented half an indent beyond the heading it is attached to. If the body text is longer than one line, the line ends in an ellipsis. If you previously clicked the show/hide body text icon, the entire paragraph is displayed.

- Displays collapsed outline headings with dotted lines.
- Changes the actions of the four arrow keys and the + (plus), – (minus), and * (asterisk) keys on the keypad so that they affect the structure and display of the outline.

For information on	See
Creating an outline	Outlining

Page Layout

Once you've finished typing and editing your document, you'll want to focus on its overall appearance. For example, you may want to combine headers or footers and page numbers in such a way that your readers can immediately find information they want. With Word's many options for controlling design elements on the page, you can design attractive and professional-looking documents.

Some documents will have one design throughout; for others, you will want to vary the design in some parts of the document. You create a section for each part of the document that will have its own distinctive layout.

The following commands control page layout:

Page Setup Use this command to set the size and orientation of the printed page. The page size is normally equal to the physical dimensions of the paper; however, you also can specify a page size smaller than the paper. Depending on the page orientation icon you select, text is printed across the width of the page, as in this book, or "sideways" across the length of the page. Word stores the particular setup options you select with the individual document.

Document Options set with this command apply to the entire document — margins, spacing between default tab stops, widow control, footnote position and starting footnote number, and starting page and line numbers. If your document consists of several separate files, you can specify the next file that you want printed, or processed when generating a table of contents or index.

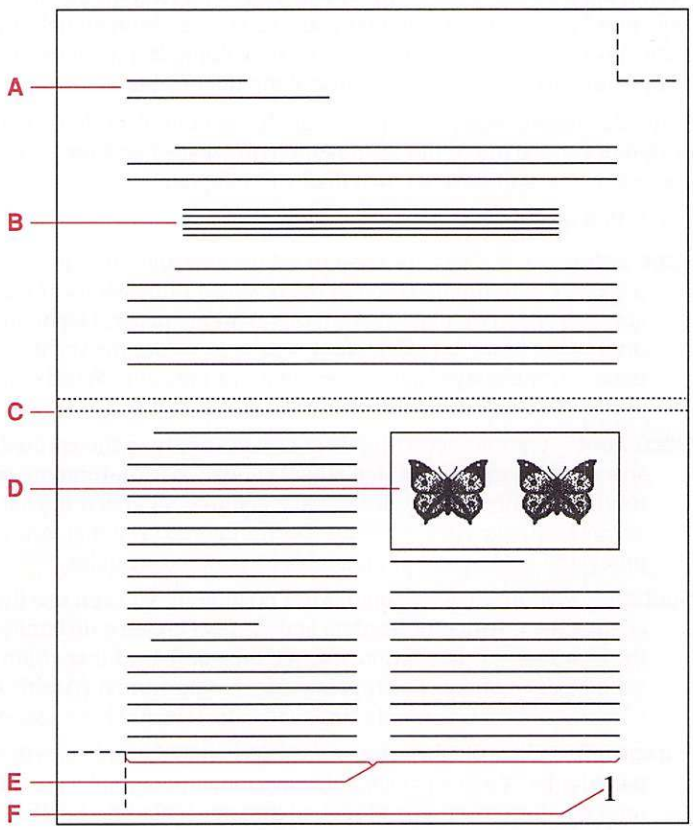
Section Within each section of your document, you can use the Section command to change the position of headers and footers, create a different header and footer for the first page of the section, change the number of text columns and column spacing, set the page number position and numbering format (Arabic or Roman numerals, or letters), turn on line numbering, and select whether the section starts a new page.

Paragraph Controls the arrangement of text and graphics within individual paragraphs. You can change the space that paragraphs are indented from the margins, line spacing, and text alignment (including justification) and set custom tab stops. These paragraph formats also can be changed using the ruler. With other paragraph formatting options, you can force a page break before a paragraph, prevent page breaks within a paragraph, and keep selected paragraphs on the same page. You also can border paragraphs with ruled lines and boxes.

Position Use the Position command to place paragraphs containing text and graphics in specific locations on the page. The contents of normal paragraphs (paragraphs automatically placed by Word) flows around the positioned paragraphs. You can position a paragraph relative to the edges of the page, the margins, or the column boundaries in a multi-column page layout.

Print Preview Shows you the entire page or two adjacent pages as they will appear when printed. Rather than reprint your document until you are satisfied with the layout, you can check the results of your formatting with Print Preview. You can change the location of margins, headers and footers, page numbers, page breaks, and positioned paragraphs, and immediately see the results on the screen. Word automatically updates the settings in the appropriate command dialog boxes to reflect the changes. For example, if you change the margins, Word resets the margin measurements in the Document dialog box.

Page View You can switch to page view if you want to see the final layout of your document full size and also continue editing and formatting. Line numbers will not appear, however, and normally only part of the page is visible in the window.



A *Headers and footers are printed in the top or bottom margins.*

B *This paragraph is indented from the margins and has a different line spacing.*

C *You can insert a section mark to vary the number of text columns and other layout features within each section of your document.*

D *You can position paragraphs of text and graphics at any location on the page.*

E *Text area*

F *Page numbers are printed in the margins.*

Word has default settings for page layout that you can use for many of your documents.

Page element	Default
Page size	Letter (8.5 inches by 11 inches)
Margins	1.25 inches, left and right 1 inch, top and bottom
Footnotes	Automatically numbered Printed at bottom of page Start at 1 in each section of document
Page numbers	Arabic numerals Positioned 0.5 inch from top and right edges of page Consecutive from 1 throughout document
Headers or footers	Upper header boundary 0.5 inch from top margin Lower footer boundary 0.5 inch from bottom margin
Section	Starts new page

Starting a New Section (Full Menus)

In Word, a section is a part of your document in which you can change certain formatting and layout options. Initially, a document consists of a single section; the settings in the Section dialog box apply to the entire document. For most simple documents having one basic layout, you will not need to insert additional sections.

Other documents that are longer or more complex may require different layouts. For example, a book may have headers that change from one chapter to the next, plus a table of contents and an index. Or you might want a two-column newsletter with a single-column banner at the top.

Each different layout requires a new section. In fact, Word automatically adds a section break after a table of contents and before the index when you compile them. Word displays a section mark (shown as a double dotted line) at the end of each section of your document, except for the last section.

You might start a new section for any of the following reasons:

- To change header or footer content or position
- To vary the number of columns on a page
- To change page number format and sequence
- To change page number position
- To change footnote numbering
- To change where footnotes appear in the document

- To change the way lines are numbered
- To vary line numbering position and increment
- To start a new column, or to specify that a part of the document start on an odd or even page

To start a new section:

1. Position the insertion point where you want the new section to start and press Command-Enter.

   Word puts the insertion point in the new section, just after the section mark. Now you can format the new section.

2. Choose Section from the Format menu.
3. Click an option under Section Start:

Option	Effect
No Break	New section format begins immediately below the section mark, with no page break
New Column	New column starts after the section break (if the previous section and new section have the same number of columns)
New Page	New page starts after the section break
Even Page	Starts the section on the next even-numbered page after the section break
Odd Page	Starts the section on the next odd-numbered page after the section break

4. Choose any other section options you want.
5. Click OK.

Pagination

When you type a document, it is a single stream of text until you paginate it. Pagination is the process of "breaking" (or ending) pages and numbering them.

With Word there are two ways to break pages:

- You can have Word automatically add page breaks.
- You can insert a manual (forced) page break.

If you want Word to insert page breaks automatically as you type and edit, you can turn on Background Repagination with the Preferences command on the Edit menu. With Background Repagination on, Word continues to update the page breaks whenever you pause while typing and editing. When you resume work, Word suspends pagination.

You can paginate the complete document by choosing the Repaginate Now command from the Document menu.

Word inserts automatic page breaks according to the page size, margin settings, font size, line spacing, and other formats that you use in the document. The number of lines per page may vary throughout the document, depending upon the formatting that you apply to the text on each page.

The advantage to having Word add page breaks automatically is that Word automatically adjusts them if you need to change formatting or add or delete text. Word does not adjust or remove manual page breaks, except in print preview.

There are a number of things you may want to do before you paginate or print your document for the final time:

- If you don't want hidden text to affect pagination, make sure it is not displayed (Preferences command).
- Check your margins (Document command); if you want a gutter margin, make sure that a measurement is specified in the Gutter box.
- Hyphenate your document (Hyphenate command).
- Make sure footnotes will appear where you want them — bottom of page, beneath text, or at the end of the document or section (Document command).

Inserting manual page breaks

1. Position the insertion point in front of the character that you want at the beginning of the next page.
2. Choose Insert Page Break from the Document menu or press Shift-Enter.

Paginating or repaginating automatically

- To have Word insert and update automatic page breaks as you type and edit, choose Preferences from the Edit menu and turn on Background Repagination.
- To have Word immediately repaginate, choose Repaginate Now from the Document menu.
- To repaginate in print preview after moving the margins, page numbers, page breaks, or positioned objects, click on the margins icon or outside of the page area.

Word also paginates automatically when you choose Print Preview from the File menu or Page View from the Document menu.

Page View shows you a full-size view of the current page as it will look when printed. (Line numbers are not shown in page view, however.) When you choose Page View, Word paginates the document up through the current page. If you move to a subsequent page, Word repaginates up through the page containing the insertion point. Thus, when you initially view a page, the page reflects the current pagination from the beginning of the document. If you choose Repaginate Now while in page view, Word repaginates only up through the page containing the insertion point.

Certain other commands — Print, Index, and Table of Contents — always paginate the entire document while carrying out a task.

Word has options that make it easy to place automatic page breaks where you want them.

This option	Does this
Keep With Next (Paragraph command)	Prevents a page break between two adjacent paragraphs. Use this option to keep tables, figures, or quotations together with the text introducing them or to keep a heading with the first paragraph of text following it.
Page Break Before (Paragraph command)	Inserts a page break before a paragraph; this is useful if you want a heading to start a new page.
Keep Lines Together (Paragraph command)	Keeps lines in a paragraph together on a page; this is useful for keeping lines in a table or in boxed text together.
Widow Control (Document command)	Prevents single lines from being separated from the rest of a paragraph by a page break.

Forcing automatic repagination

In general, Word repaginates only when necessary. For example, if you choose Repaginate Now and have not made any changes since the last time the document was paginated in some manner, Word recognizes that no editing has occurred and does not repaginate.

Occasionally, however, you may need to repaginate a document when you haven't made any changes to it. For example, if you change printers and find that the current pagination is not correct for the new printer characteristics, you need to "force" repagination.

To have Word repaginate a document that hasn't been changed since the last pagination:

- Hold down Shift while choosing Full Repaginate Now from the Document menu.

Removing unwanted page breaks

You can remove manual page breaks by selecting the page break mark and deleting it as you would any other character.

Sometimes Word may insert automatic page breaks where you no longer want them. Most frequently, the unwanted page break is caused by a paragraph having one or more of the following formats: Keep With Next ¶, Page Break Before, or Keep Lines Together.

When you apply one of these formats to a paragraph (or position a paragraph with the Position command), a small black box appears in the selection bar beside the paragraph. The box is the paragraph properties mark, and it helps remind you that you've applied an otherwise "invisible" format to the paragraph. Choose the Show ¶ and Hide ¶ commands from the Edit menu to turn the display of properties marks on and off. If Word is inserting an unwanted page break, examine the paragraphs before and after the page break. If a paragraph properties mark is beside a paragraph, check the paragraph formatting.

To remove page breaks caused by paragraph formatting:

1. Select the paragraph before or after the page break.
2. Choose the Paragraph command from the Format menu.

3. Turn off the following paragraph formats: Keep With Next ¶, Page Break Before, and/or Keep Lines Together.
4. Click OK.

If you select more than one paragraph, the check boxes may appear dimmed in the dialog box (indicating that the paragraphs are not formatted identically). In this case, first turn each option on and then turn each option off.

NOTE If you've left New Page as the Start setting in the Section command, Word starts each new section on a new page. If you want to remove the page break before a section, select No Break from the Start list for the section.

Positioning Text and Graphics on the Page

You can use the Position command to place paragraphs, including text, graphics or tables, at any location within the printable area of the page. You can align a paragraph or group of paragraphs relative to the edges of the page, margins, or text column boundaries. You also can offset the paragraphs a fixed distance from the selected reference.

Any type of text, graphic or table that you place using the Position command generally is referred to as a "positioned object." A paragraph also is considered positioned if you change its width using Paragraph Width in the Position dialog box.

You can use the Page View or Print Preview commands to see where a positioned object will print. With Print Preview, you also can drag positioned objects to different locations; Word automatically updates the settings in the Position dialog box to reflect the new position.

The text of normal paragraphs flows around the boundaries of positioned objects, filling the available space. If there is less than one inch between the boundaries and the margins or text column boundaries, the space is left empty.

See "Position Command" for a description of the Position options and the relation between positioned paragraphs and the surrounding normal paragraphs.

If you select several paragraphs and assign the same position, Word treats the group of paragraphs as a single object, positioning them in a block and keeping them on the same page. If you want to position the paragraphs separately, you can insert a normal paragraph mark (or a paragraph having a different position) between the identically positioned paragraphs.

Positioning formats, like other paragraph formats, can be defined and applied as styles. To remind you that a paragraph is positioned, Word places a paragraph properties mark (a small black box) to the left of the paragraph. Choose the Show ¶ and Hide ¶ commands from the Edit menu to turn the display of the properties marks on and off.

Any combination of horizontal and vertical positioning options is possible. For example, you can position a business logo a fixed distance from the top of the page and align the right edge of the logo with the right margin. The following procedures describe a few of the ways you might position text and graphics in typical page layouts. Once you become familiar with the effects of the various options, you'll be able to position text and graphics in many different ways.

Centering an object on the page

You can center an object horizontally or vertically relative to the margins or edges of the page. If the left and right margins are the same size, centering an object horizontally relative to the margins has the same effect as centering relative to the page. Likewise, if the top and bottom margins are the same size, centering an object vertically relative to the page or relative to the margins has the same effect.

You also can center the object horizontally between the left and right boundaries of the text column. In a section having one text column, centering an object relative to the left and right margins has the same effect as centering the object relative to the column boundaries. If the object is the same width as the text column, you might not see the effects of centering the object horizontally between the column boundaries or, in a section having one text column, between the left and right margins.

To position an object in the center of the main text area:

1. Select the paragraph(s) that you want centered.
2. Choose Position from the Format menu.
3. Under Horizontal, select the Relative to Margin, Page, or Column option.

   In a section having one text column, the Relative to Margin and Relative to Column options have the same effect.
4. From the Horizontal list box, select Center.
5. From the Vertical list box, select Center.
6. Under Vertical, select the Relative to Margin or Relative to Page option.
7. Specify the width of the object in the Paragraph Width box.

   See "Position Command" for a description of Paragraph Width options.
8. In the Distance From Text box, specify the spacing that you want between the boundaries of the object and the surrounding text. (The default spacing is .125 inch, which Word displays in the Position dialog box as 0.13.)
9. Click OK.

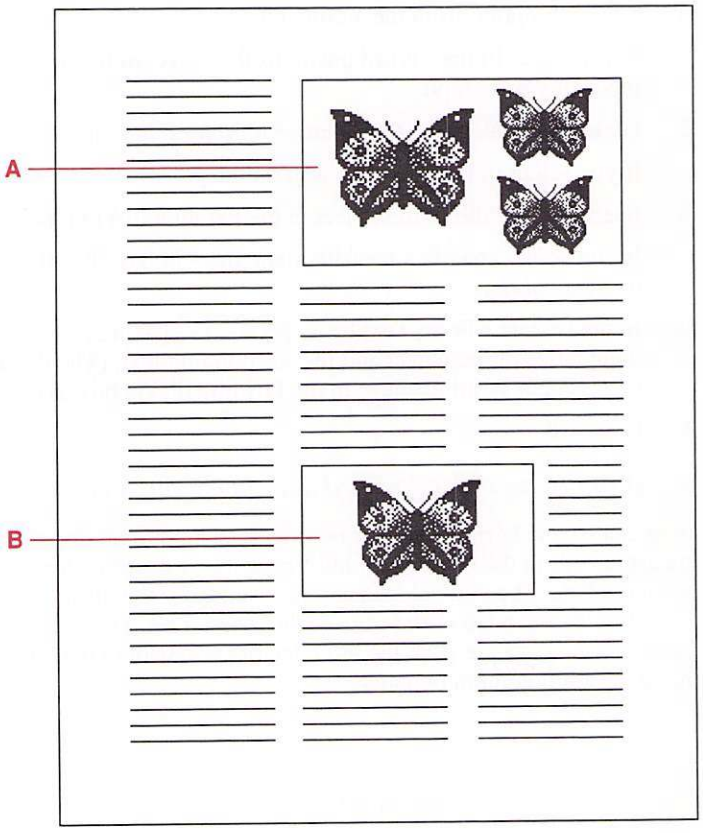
Positioning an object in a multi-column layout

If you use a page layout with newspaper-style text columns, you can position text and graphics so that they span one or more columns. If the object spans more than one column, you'll probably want to base the width of the object on the combined width of the columns. If you want the object to span two columns, for example, the width of the object should be twice the width of one text column, plus the spacing between the columns.

To determine the width, choose Show Ruler, if necessary, and click the ruler scale icon. If you point to a column boundary marker (the inside brackets, not the margin markers at the extreme right and left of the ruler) and hold down the mouse button, Word displays the exact column width in the lower corner of the window. (You might need to move the mouse slightly.)

If the object is less than the width of the text column or the object extends into another column, text of normal paragraphs flows around the object if there is sufficient room. If there is less than one inch between the object and the column boundary, the space is left empty.

You can center an object in a multi-column layout as described earlier under "Centering an object on the page."



A *To position this object, select the horizontal position Right, Relative to Margin, and the vertical position Top, Relative to Margin.*

B *To position this object, select the horizontal position Left, Relative to Column, and the vertical position In line.*

To position an object across multiple text columns:

1. Select the paragraph(s) that you want positioned.
2. Choose Position from the Format menu.
3. To position the left or right edge of the object against the left or right margin, select Left or Right from the Horizontal list and select the Relative to Margin option.

   To position the edge of the object against the left or right column boundary, select Left or Right from the Horizontal list and the Relative to Column option.

   To center the object among the columns, select Center from the Horizontal list and the Relative to Margin option.
4. Select an option from the Vertical list box.

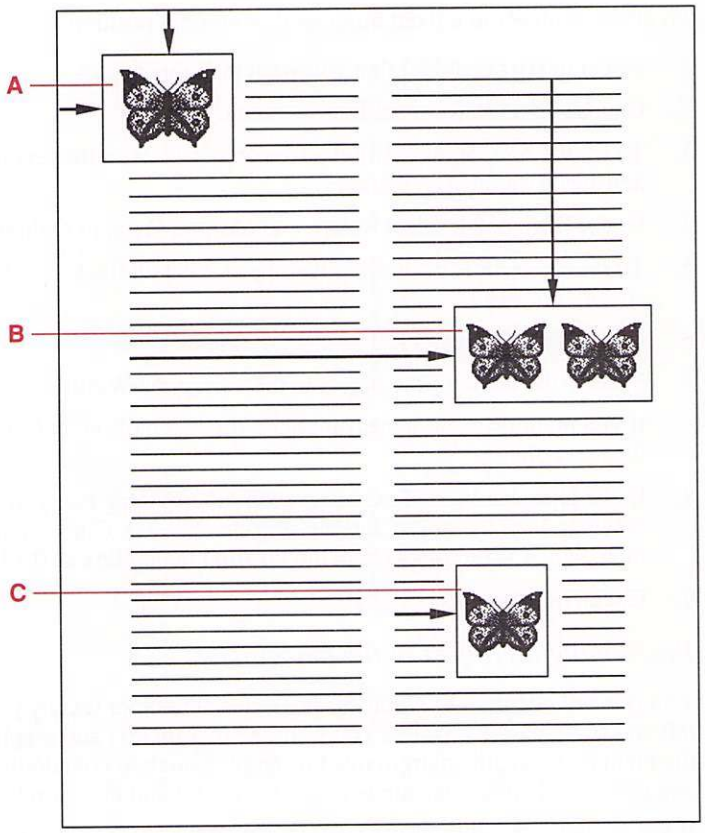
   If you select In line, Word positions the object in the next available space after the preceding paragraph.
5. Under Vertical, select the Relative to Margin option.

   If you select In line, you can skip this step.
6. Specify the width of the object in the Paragraph Width box.

   If you do not specify a measurement, the width of the object equals the width of the text column.
7. In the Distance From Text box, specify the spacing that you want between the boundaries of the object and the surrounding text. (The default spacing is .125 inch, which Word displays in the Position dialog box as 0.13.)
8. Click OK.

Positioning an object a fixed distance from a reference

You can fix the horizontal and/or vertical position of an object by typing a specific measurement in the Horizontal and Vertical text boxes instead of selecting options from the lists. The vertical measurement indicates the distance from the top of the object to the top edge of the page or the top margin. The horizontal measurement indicates the distance from the left edge of the object to the left edge of the page, left margin, or left column boundary.



A *This object is positioned a fixed distance horizontally from the left edge of the page and vertically from the top edge of the page.*

B *This object is positioned a fixed distance horizontally from the left margin and vertically from the top margin.*

C *This object is positioned horizontally a fixed distance relative to the left column boundary.*

If you position objects relative to the top or left edges of the page, you should allow space for the minimum margin required by most printers. For example, if your printer does not print within .5 inch of the page edge, you should position objects at least .5 inch from the edge of the page.

To place an object in a fixed horizontal or vertical position:

1. Select the paragraph(s) that you want positioned.
2. Choose Position from the Format menu.
3. To fix the horizontal position of the object, click in the text box under Horizontal and specify a measurement.
4. Under Horizontal, select Relative to Margin, Page, or Column.
5. To fix the vertical position of the object, click in the text box under Vertical and specify a measurement.
6. Under Vertical, select Relative to Margin or Page.
7. Specify the width of the object in the Paragraph Width box.

   If you do not specify a measurement, the width of the object equals the width of the text column.
8. In the Distance From Text box, specify the spacing that you want between the boundaries of the object and the surrounding text. (The default spacing is .125 inch, which Word displays in the Position dialog box as 0.13.)
9. Click OK.

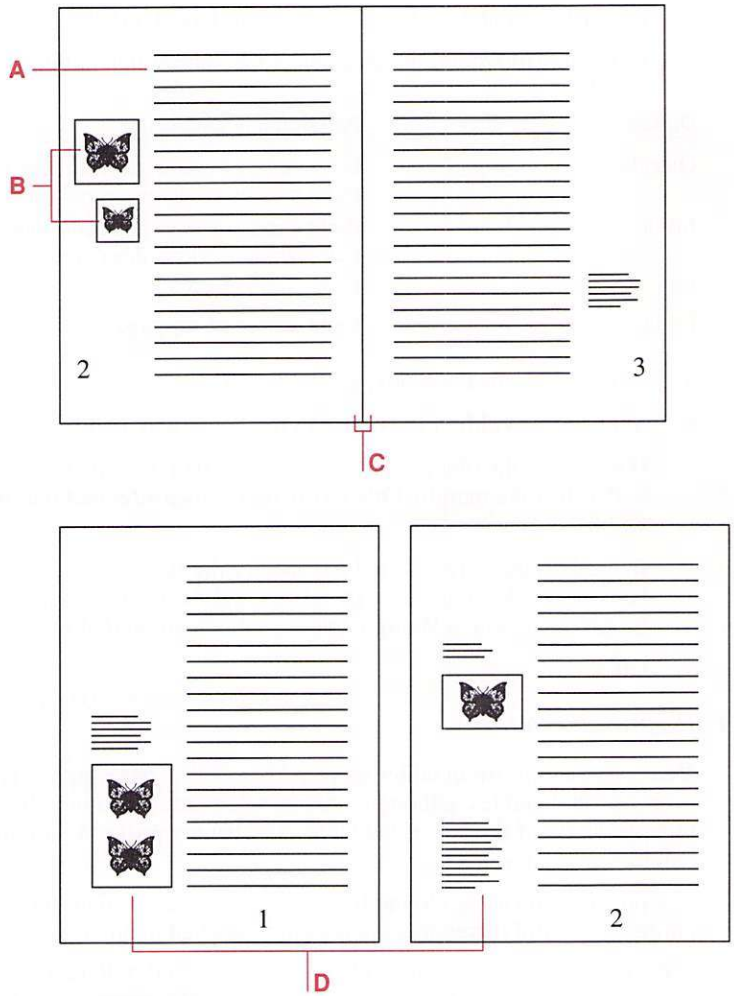
Positioning an object in the margins

You can call attention to graphics, sideheads, and other text by positioning them in the left and right margins. Unless you want the margin text and graphics to displace text in the main text area, the margin must be large enough to contain the positioned object and provide adequate spacing between the object and the main body of the text.

If you do not select the Mirror Even/Odd Margins option, the sizes of the left and right margins are not switched for alternating even-numbered and odd-numbered pages. Therefore, if you subsequently select Inside or Outside as the Horizontal option in the Position dialog box, you need to ensure that both left and right margins are large enough to contain the text or graphic.

Before positioning an object in the margin, you should:

- Plan the layout of text and graphics within the margins
- Select the page size in the Page Setup command
- Set the margins and turn on the appropriate options in the Document command
- Determine the width of the text or graphic to be placed in the margin
- Determine the spacing between the text or graphic and the main body of text



A *Main text area*

B *Paragraphs positioned in outside margins. If you want the outside (and inside) margins to be the same size on both even-numbered and odd-numbered pages, turn on the Mirror Even/Odd Margins option in the Document dialog box.*

C *Inside margins*

D *Paragraphs positioned in left margins. If you specify Left or Right, Relative to Page, as the Horizontal position for a paragraph, the paragraph is positioned in the left or right margin, regardless of whether the paragraph falls on an odd-numbered or even-numbered page.*

To position an object in the left or right margin:

1. Select the paragraph containing the text or graphic that you want to position in the margin.
2. Choose Position from the Format menu.

3. Under Horizontal, select the Relative to Page button.
4. From the Horizontal list box, select the appropriate option:

Option	Paragraph is placed in
Outside	Left margin of even-numbered page or Right margin of odd-numbered page
Inside	Right margin of even-numbered page or Left margin of odd-numbered page
Left	Left margin of any page
Right	Right margin of any page

5. From the Vertical list box, select In line.
6. Specify the width of the object in the Paragraph Width box.

   If you want the object to extend into the main text area, type a measurement that is wider than the margin. Otherwise, type a measurement that is less than the margin width.
7. In the Distance From Text box, specify the spacing that you want maintained between the boundaries of the object and the main text area. (The default spacing is .125 inch, which Word displays in the Position dialog box as 0.13.)
8. Click OK.

Positioning a table

You select and position tables as you do any other paragraphs. You'll usually want to position whole tables, although you can select and position individual rows independently of the rest of the table. You cannot position individual cells and columns of a table.

The position you assign to the first paragraph of a row determines the position of the entire row. Word disregards the position assigned to any other paragraphs in the row.

If the table is wider than the width you've specified in Paragraph Width, you may need to adjust the width of the columns using the Cells command on the Format menu.

To position a table:

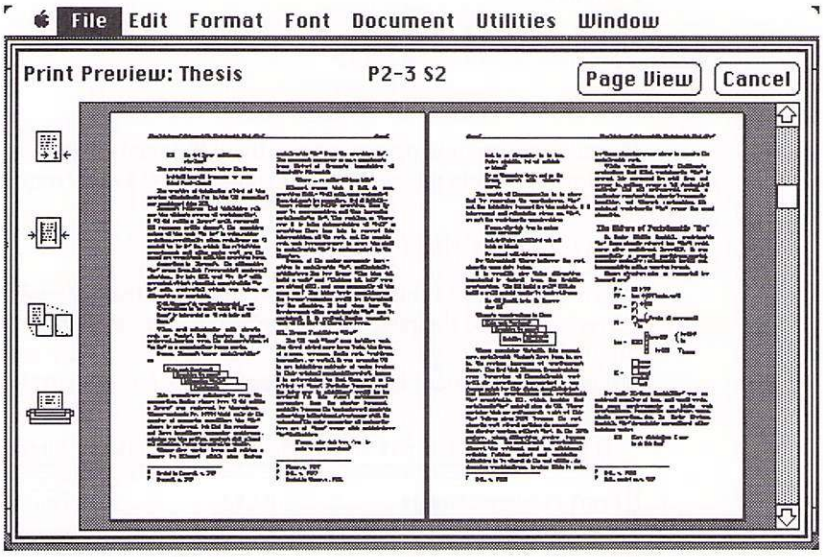
1. Select the row(s) you want to position or the whole table.

   Make sure that you select the first paragraph in each row that you want to position.
2. Choose Position from the Format menu.
3. Select the desired options under Horizontal and Vertical.
4. Specify the width of the table in the Paragraph Width box.

   If you specify a width that is less than the actual width of the rows of the table, Word clips the rows to fit the width.
5. In the Distance From Text box, specify the spacing that you want maintained around the table.
6. Click OK.

Previewing Pages

The easiest way to check your page layout is to use the Print Preview command. Print preview shows how the document will look when you print it. You can see whole pages one or two at a time and view facing pages side by side.



You can see some portions of your document in print preview that you won't see in the document window in galley view:

- Header and footer text and position
- Page numbers
- Line numbers
- Footnote text and position
- Multiple-column page format
- Positioned text and graphics

In addition to previewing the layout before printing, you can use Print Preview to:

- Adjust page breaks
- Add page numbers and adjust page number position
- Change the positions of margins
- Adjust the positions of headers and footers
- Move positioned objects
- Print the document or a range of pages

You also can switch to page view to get a closer look at the current page and perform any editing and formatting that are not possible with Print Preview.

Changing to print preview

- Choose Print Preview from the File menu.

When you've finished previewing, click the Cancel button in the upper-right corner of the window. For a description of the icons used in Print Preview, see "Print Preview Command."

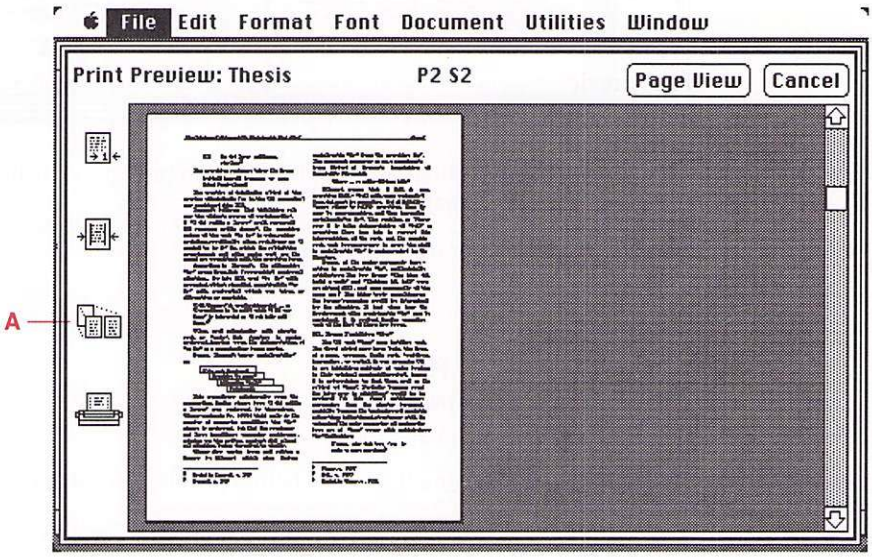
Viewing a full-size page

- Click the Page View button.

If you were previewing two pages, the left page is displayed in page view. To return to previewing whole pages, choose Print Preview again from the File menu.

Previewing a single page

When you choose Print Preview, two pages of the document are displayed — the current page and the page following. You also can display a single page at a time. Single-page display is desirable, for example, if you are working with a wide-orientation document or have a screen that is larger than the normal Macintosh screen.



A *One-page/two-page display icon*

- To view one page at a time, click the one-page display icon.

  The one-page display icon changes to the two-page display icon.
- To view two adjacent pages again, click the two-page display icon.

Scrolling in print preview

Scrolling works slightly differently in print preview so that you can see two adjacent pages or pairs of facing pages at the same time.

To	Do this
Scroll to the previous page	Click the up scroll arrow, click above the scroll box in the scroll bar, drag the scroll box up, or press the Up Arrow key.
Scroll to the next page	Click the down scroll arrow, click below the scroll box in the scroll bar, drag the scroll box down, or press the Down Arrow key.

If you are using a facing-page layout, the pages scroll two at a time, as though you are turning pages of a book. Word displays facing pages in print preview if you select the Mirror Even/Odd Margins option, the Even/Odd Headers option, or specify a gutter margin in the Document dialog box. The first page of your document will always be a right-hand (odd-numbered) page.

If you are not using a facing-page layout, the right-hand page shifts to the left, and the next page is displayed on the right.

Adjusting page breaks in print preview

Print preview makes it easy to change page breaks and see the effects immediately.

Automatic page breaks appear as thin dotted lines; manual page breaks appear as dark gray lines. Section breaks appear as double dotted lines.

Note that in multiple-column sections, you can specify where the page break occurs in each column. You may want to break the column, for example, so that a heading appears at the top of the next column on the page.

To move a page break using print preview:

1. Choose Print Preview from the File menu.
2. Click the margins icon.
3. Point to the page break (usually very close to the bottom margin).

   The pointer shape changes to a cross hair when you place the pointer on the page break.
4. Drag the page break up or down.

   When you release the mouse button, Word repaginates the document to reflect the new page break position.

   If you want to break an individual column in a multi-column section, release the mouse button while the pointer is positioned in the column. Repeat the procedure as needed for each column on the page. Releasing the mouse button while the pointer is in the rightmost column of the page inserts a page break.

Dragging an automatic page break up removes the automatic break and inserts a manual page break at the new location.

Dragging a manual page break down removes it from its original position and inserts it at the new position. Dragging a manual page break into the margin deletes the page break. Word redraws the page display, filling the page with text from the next page until the text reaches the new page break.

If Word needs to insert an automatic page break before the new manual page break, it does so and deletes the manual break.

Balancing the length of columns in multiple-column sections

If text columns do not fill a page in multiple-column sections, the columns on that page might not be the same length. The columns may be on the last page in the section or document, or on a page you ended with a manual page break. By inserting a continuous section (a section having No Break as the Start option) at the end of the page, you can have Word adjust the columns so that they are approximately the same length.

To balance the length of multiple text columns on a page:

1. Position the insertion point at the end of the last column on the page.

   You may need to view the document in page view to see where the column ends. If the page ends with a manual page break (one you insert using the Insert Page Break command), position the insertion point above the page break mark.

2. Press Command-Enter to insert a section break.

   If the current section has any section Start option other than No Break, the new section will start on a new page. If you are in page view, Word repaginates, and the insertion point moves to the top of the new page.

3. Choose Section from the Format menu.

4. From the Start box, select No Break, and then click OK.

   Word balances the columns preceding the new continuous section.

   Within multiple text columns, Word treats a manual page break as a column break. If the page ends with a manual page break, you may need to insert one or more additional page breaks to actually start subsequent text on a new page. To avoid inserting extra page breaks, you can select the first paragraph you want on the next page and apply the Page Break Before option of the Paragraph command. You can then delete the manual page break.

Inserting and positioning page numbers in print preview

1. Click the page number icon.

   The mouse pointer turns into a page number.

2. Move the pointer onto the page and press and hold the mouse button.

3. Drag the pointer to where you want the page number to appear on each page of the section, and release the mouse button.

   As you drag the pointer, Word displays the distance of the page number from the top and right edges of the page at the top of the window.

   To automatically position the page number in the upper-right corner of the document page, double-click the page number icon.

You also can number pages with the Section command by turning on the Auto option under Page Number. You can change the location of the page number inserted with Print Preview by typing measurements in the From Top and From Right text boxes with the Section command.

You also can change the page number position by dragging the number with the mouse.

To change the page number position:

1. Click the margins icon.

   Boundary lines are displayed around the page number.

2. Position the pointer over the page number.

   The mouse pointer shape changes to a cross hair.

3. Drag the page number to the new position and release the mouse button.
4. Click the margins icon again or click outside the page to update the page display.

You can insert a page number into the header and footer using the Open Header and Open Footer commands. For instructions on inserting and positioning page numbers in a header or footer, see "Numbering Pages."

Deleting page numbers inserted with Print Preview

You can delete the automatic page numbers inserted with either the Print Preview or Section commands by dragging the page number off the page in print preview.

To remove a page number in print preview:

1. Click the margins icon.

   Boundary lines are displayed around the page number.

2. Position the pointer over the page number.

   The mouse pointer shape changes to a cross hair.

3. Drag the page number square off the page into the gray area.
4. Click the margins icon again or click outside the page to update the page display.

You also can remove automatic page numbers inserted with Print Preview by turning off the Page Numbering option of the Section command.

Changing margins

1. Click the margins icon.
2. Position the mouse pointer on the handle (small black box) of the margin that you want to move.

   The mouse pointer shape changes to a cross hair.

3. Drag the margin to the new position and release the mouse button.

   As you drag the margin, the distance between the margin and the edge of the page is displayed at the top of the window.

4. When the margins are where you want them, click the margins icon again or click outside the page.

Word repaginates and displays pages with the new margins. Word also updates the margin measurements in the Document dialog box.

Changing header or footer position

1. Click the margins icon.
2. Position the mouse pointer in the header or footer area.

   The mouse pointer shape changes to a cross hair.
3. Drag the header or footer to the position you want.

   If you want to drag it across the text area (from top to bottom, for example), press Shift before you drag.
4. Click the margins icon again or click outside of the page.

   Word repaginates and displays the page(s) with the header or footer in the new position.

You also can position a header or footer in the text area using the Section and Document commands. In the Document dialog box, specify negative top and bottom margins. Word uses the absolute value of the margin settings and does not shift the top margin or bottom margin to accommodate the header or footer. In the Section dialog box, set the header and footer position (in the From Top and From Bottom boxes) to coincide with the absolute margin measurements.

Moving positioned objects

1. Click the margins icon.

   Boundaries are displayed around the page elements, including text, tables, and graphics that you have positioned with the Position command.
2. Point to the object with the mouse.

   The pointer shape changes to a cross hair when you place the pointer on the positioned object.
3. Drag the object to the position you want.

   The position of the pointer is displayed at the top of the window as you drag.
4. Click the margins icon again or click outside of the page.

   Word repaginates and displays the page(s) with the object in the new position.

The settings in the Position dialog box are updated to reflect the new position of the object.

Printing a page

- Click the printer icon.

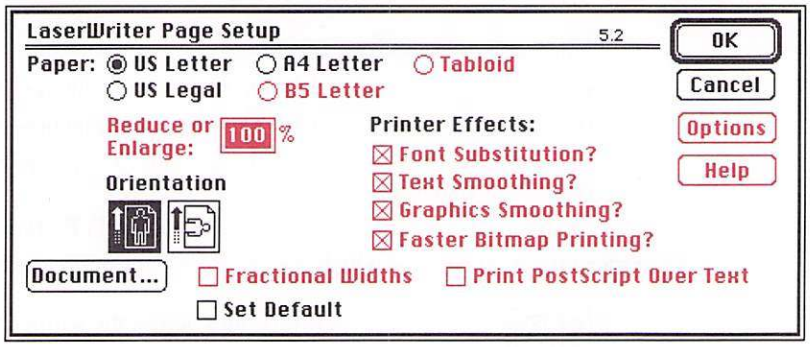
  Word displays the Print dialog box. You can can indicate the range of pages you want printed by specifying a starting and ending page number in the From and To boxes. To print the entire document, leave the boxes empty.

For information on	See
Changing margins	Margins Document Command
Laying out a page in multiple columns	Columns
Page numbers	Numbering Pages Section Command
Line numbers	Numbering Lines Section Command
Creating and positioning headers and footers	Headers and Footers
Creating and positioning footnotes	Footnote Command Footnotes
Paragraph formatting options	Paragraph Command
Positioning objects	Position Command
Options available in the Section command	Section Command
Creating a title page	Title Page
Putting together a long manuscript composed of several documents	Long Documents
Previewing your document layout	Print Preview Command
Working in page view	Page View Command

Page Setup Command

On the File menu.

With the Page Setup command you can select the paper type, paper orientation, and special printing effects for the document. The special printing effects available depend on which printer is currently selected with the Chooser command on the Apple menu. You also can enter the Document dialog box from within the Page Setup dialog box to select additional settings that affect the entire document, such as margin settings.



Options in red are available only if a LaserWriter is the selected printer.

NOTE If you change printers, check the Page Setup options for each document you open to make sure that the correct Page Setup options for the new printer are selected.

Word saves the Page Setup options for each document, so you only have to specify them once for a given document. If the Set Default option in the Page Setup dialog box is turned off, the options you select are used only for the current document. To change the defaults for new documents, select the Page Setup options you want and turn on the Set Default option.

When you quit Word or save the current Word configuration using the Commands command, Word stores the default Page Setup options in the current configuration file. When you next use that configuration, Word uses the saved default options for new documents.

Standard Page Setup Options

The Page Setup options vary depending upon which printer you select and which version of the printing resources (printer driver) you have installed. Following are descriptions of the standard Page Setup options that appear when you use the latest LaserWriter or ImageWriter printing resources that were available at the time this manual was printed. Consult your printer manual for more information on the Page Setup options available for your printer.

Paper Lists standard paper sizes and in some cases a custom paper size. Click the paper size on which you will be printing.

If your printer can use non-standard paper sizes and you want to print on a non-standard paper size, specify the width and height of your custom paper in the Preferences dialog box. The dimensions you specify in Preferences will be used when you click Custom for this option.

NOTE If you specify a new custom paper size in Preferences, the new size will be listed in Page Setup also and you can select either custom paper size. If you are using the ImageWriter, one of the custom paper sizes you've specified may replace a standard paper size option in the Page Setup dialog box. To remove the custom paper size options, delete the custom paper size dimensions in Preferences, then select one of the standard paper sizes in Page Setup and click OK. The next time you choose Page Setup, all of the standard paper sizes for your printer will be displayed.

Some of the paper sizes listed are:

US Letter	8 1/2 inches wide, 11 inches high
US Legal	8 1/2 inches wide, 14 inches high
A4 Letter (European standard)	8 1/4 inches wide, 11 2/3 inches high
Custom	Paper size specified in Preferences (on Edit menu)

Orientation Specifies which way Word will print the page.

Prints lines across the width of the page.

Prints lines across the length of the page (sometimes called landscape mode). This setting changes the width of the text area.

Document Opens the dialog box for the Document command (on the Format menu). You can select options and enter measurements in the Document dialog box just as you would if you had chosen Document from the Format menu. (For instructions on using the Document dialog box, see "Document Command.") To exit the Document dialog box, click either the OK button or the Cancel button, depending on whether you want changes you've made to take effect. After you exit the Document dialog box you can continue to change Page Setup options.

Special Effects/Printer Effects Lists printer-specific options, which affect how the document is printed. For example, if a LaserWriter is the selected printer, you can turn on Font Substitution to substitute LaserWriter fonts (for example, Times) for non-LaserWriter fonts (such as New York) when the document is printed. For more information on which options are available with your printer, see your printer manual.

Additional LaserWriter Options

When you select a LaserWriter using the Chooser command on the Apple menu, Word adds the following options to the Page Setup dialog box. Additional standard LaserWriter options may also be available; for information on the standard LaserWriter options, see your LaserWriter manual.

Fractional Widths Activates the LaserWriter's built-in fractional pixel width feature which provides better printed character and word spacing for some fonts. (Affects only LaserWriter fonts.) If a font prints out with poor letter or word spacing, turn on Fractional Widths and try printing the document again. With this option on, Word attempts to simulate the character positioning used by the LaserWriter, which exceeds the display capabilities of the Macintosh screen. Therefore, the text display may be difficult to read. Before using this option, be sure you have Font/DA Mover version 3.6 or later. If you have problems with a font with Fractional Widths on, try deleting and reinstalling it using Font/DA Mover.

Print PostScript Over Text Prints any PostScript commands embedded in the Word document on top of the text (on top layer) instead of underneath the text (on bottom layer). When this option is turned off, the PostScript graphics are laid down first and the text is printed on top of them; any text or imported graphic that overlaps a PostScript graphic will cover up the PostScript graphic so it does not print. If you want a PostScript graphic to be printed on top of text (or on top of an inserted illustration), click in the check box for this option. This option is useful for printing pointer lines on top of an imported graphic, such as a MacDraw picture.

Additional LaserWriter and ImageWriter Options

Set Default Defines the selected Page Setup options as the defaults for new documents created with the current configuration.

For information on	See
Page layout and page breaks	Page Layout, Print Preview Command Page View Command, Document Command
Printing documents	Print Command, Printing Documents
Saving Word's configuration	Commands Command

Page View Command

On the Document menu.

Page View switches the display of your document between page view and galley view. In page view, you can see your document as it will look when printed and continue to type, edit, and format text. It is as though you are able to revise a printed copy of your document right on the screen.

In addition to the features visible in galley view, page view enables you to see:

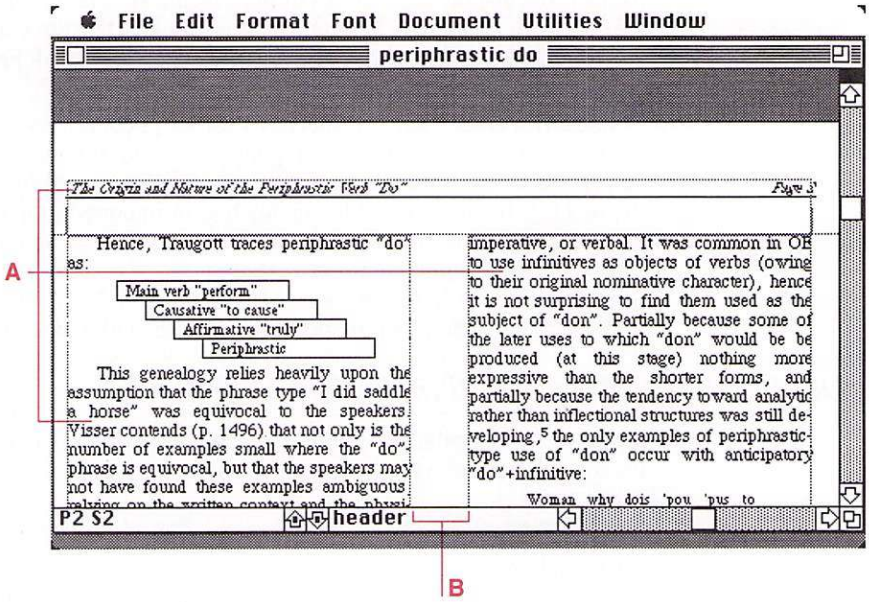
- Headers, footers, footnotes, and page numbers
- Multiple-column layouts displayed as they will print
- Fixed-positioned text and graphics in the assigned locations

Only line numbers are not visible. If you turned on line numbering for the current section, you can see line numbers by choosing Print Preview.

The finished look of the pages that you see in page view takes more time to display and update. You can work faster if you do most of your typing and editing in galley view and use page view to adjust the page layout and formatting before you print.

As in galley view, text is displayed in page view in the applied point size; the text on the screen is the same size as the printed text. Therefore, you'll probably see only part of a page or document at one time unless you have a large screen.

The following illustration shows a multi-column document in page view with boundary lines turned on.



A *Text areas* Text and graphic elements such as columns of text, headers, tables, and pictures are contained within individual text areas.

B *Boundary lines* These outline the text areas of the page elements if you turned on the Show Text Boundaries in Page View option with the Preferences command.

To see the entire page or two pages side by side at a reduced size, choose the Print Preview command from the File menu. When previewing the document with Print Preview, you cannot type or choose any commands, although you can switch to page view.

You choose and carry out most commands in page view exactly as you do in galley view. The only significant differences in page view are the following:

- Word does not open a separate header or footer window when you choose Open Header or Open Footer commands, nor a separate footnote window when you choose the Foonote command. Instead, Word moves the insertion point to the header, footer, or footnote text area.
- Repaginate Now repaginates only through the current page.
- The zero point on the ruler aligns with the left paragraph boundary of the paragraph containing the insertion point or with the beginning of a selection. If you are working in multiple text columns, ruler alignment changes if you move the insertion point to a different column.
- Page elements such as text columns, margins, headers and footers, positioned paragraphs, tables, and graphics are contained within rectangular text areas. To get a clearer picture of your page layout, you can display boundary lines around the page elements using the Preferences command on the Edit menu.
- A separate selection bar is located along the left edge of each page element.
- You can page to the preceding and next pages with special paging icons.
- Formulas are always displayed in their final form in page view. To edit a formula, choose the Page View command to return to galley view.
- To display section marks turn on Show ¶. The section mark is displayed on the same line as the last line of text of the section and may be difficult to see if the last line is the width of the text column. To see the section mark more clearly, you can insert an extra paragraph mark after the last paragraph. The section mark will then be the width of the text column. You can later delete the extra paragraph mark.

Switching to and from page view

To switch to page view:

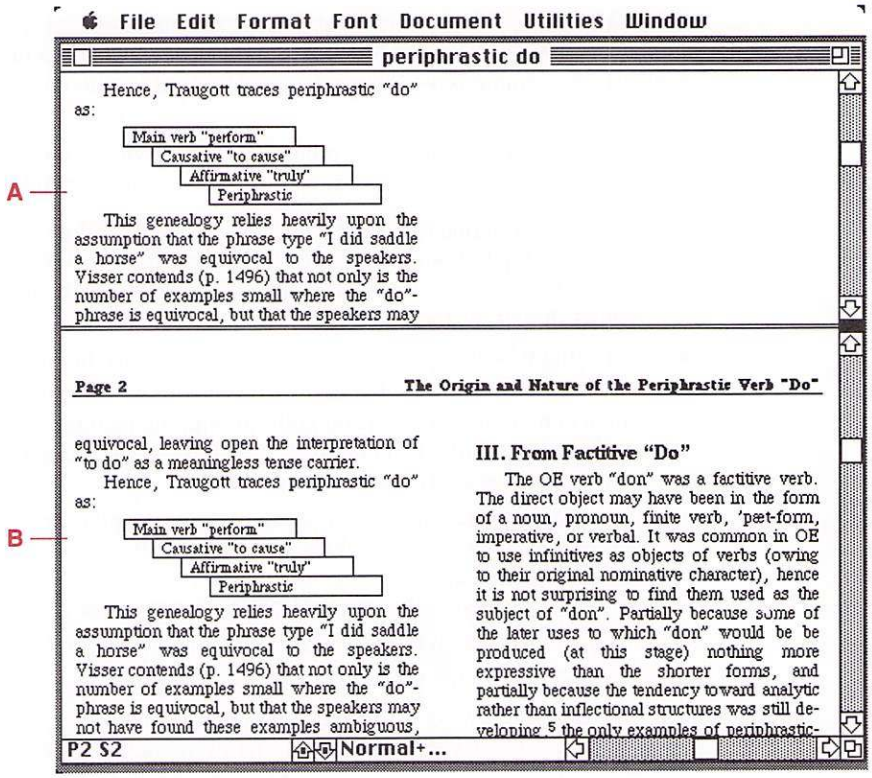
▶ Choose Page View from the Document menu.

The Page View command turns page view on and off. A check beside the Page View command on the Document menu indicates that page view is active. Choose Page View again to return to galley view.

If you choose Print Preview from the File menu while you are in page view, Word returns you to page view when you cancel Print Preview.

When you open a document, Word normally displays the document in galley view. If you want Word to open documents in page view, turn on the Open Documents in Page View option of the Preferences command.

You also can split the window and turn on page view in one or both of the resulting windows. For example, in one window you can edit and format the document in galley view. In the second window, you can turn on page view to see the results of your editing and formatting. You also can view two different pages at the same time. You can scroll and edit the document in either window, and changes you make in one window are automatically reflected in the second window.



A *Galley view*

B *Page view*

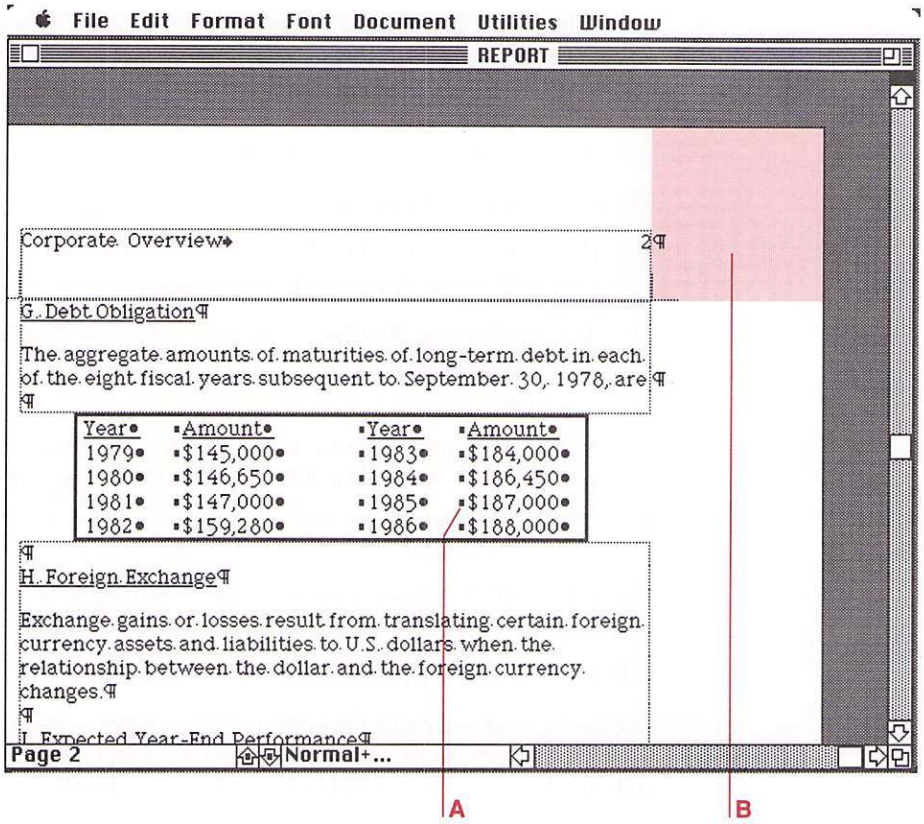
Displaying text boundaries

You can display dotted boundary lines around the individual text areas to see the page layout more clearly. The position of margins is indicated by intersecting dotted lines in the corners of the page.

To display text boundaries:

1. Choose Preferences from the Edit menu.
2. Turn on the Show Text Boundaries in Page View option.
3. Click OK.

You can double-click certain boundary lines to quickly choose the Document and Position commands, as shown in the following illustration.



A *Double-click the paragraph properties mark of any positioned object to choose the Position command.*

B *Double-click within the intersecting margin areas to choose the Document command.*

Creating and editing headers and footers in page view

If you've already created a header or footer and you choose Open Header or Open Footer, Word scrolls to the header or footer area of the page and moves the insertion point to the beginning of the header or footer text. You also can move the insertion point directly to the header or footer text.

If you have not yet created a header or footer, Word creates the appropriate header (First, Even, or Odd, depending on the options you set in the Document and Section dialog boxes) and moves the insertion point to the header or footer area.

To create a header or footer in page view:

1. Choose Open Header or Open Footer from the Document menu.
2. Type and format the header or footer text as you do any other text.
3. If you want to insert the date, time, or page numbers in the header or footer, choose the Glossary command from the Edit menu and insert the appropriate date, time, or page glossary entry.

4. When you have finished typing and formatting the header or footer text, move the insertion point to the main text area to resume your work.

   Word automatically updates the changes to the header and footer text.

Inserting footnotes in page view

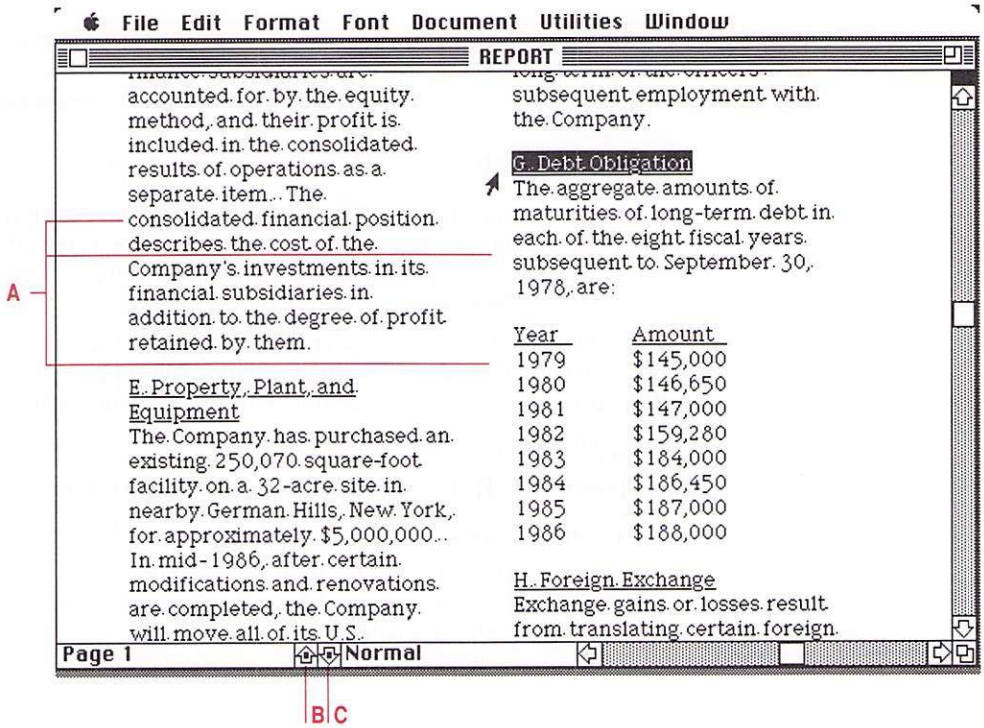
To insert footnotes in page view:

1. Position the insertion point where you want the footnote reference mark.
2. Choose Footnote from the Document menu.
3. Turn on the Auto-Numbered Reference option or type the reference mark you want to use.
4. Click OK.

   Word inserts the selected reference mark and automatically moves the insertion point to the footnote area at the bottom of the page, end of the section, or end of the document.
5. Type the footnote.
6. Choose the Go Back command on the Utilities menu to return the insertion point to the point at which you inserted the footnote reference mark.

Moving the insertion point and selecting text

You select text and move the insertion point within a single text area just as you do in galley view. Additional features in page view make it easier to select text and move through the document, as shown in the following illustration.



A *Selection bars* Instead of having a single selection bar along the left edge of the window as in galley view, page view has a selection bar along the left edge of each text area. Each column of a multiple-column page layout has its own selection bar, as does each cell within a table.

B *Page back icon* Click the page back icon to move the insertion point to the top of the preceding page.

C *Page forward icon* Click the page forward icon to move the insertion point to the top of the next page.

You also can scroll through the document as you do in galley view by using the vertical scroll bar. To move the insertion point to the current page after scrolling, click the mouse pointer anywhere on the page.

Moving between text areas

You also can use the keyboard to quickly move between the individual text areas in page view. The following keys move the insertion point to the first character of the indicated text area.

To move to	Press Command-Option and the following key on the keypad
Preceding text area on page	9
Next text area on page	3
Text area immediately above current text area	8
Text area immediately below current text area	2
Text area immediately to left of current text area	4
Text area immediately to right of current text area	6

The key combinations move the insertion point only within the current page. When the first or last text area of the page is reached, the insertion point repeats its movement through the text areas.

To move to the top of the next or preceding page, click the page forward or page back icons.

You also can use the Up, Down, Left, and Right direction keys to move between adjacent text areas. However, the direction keys move the insertion point through the current text area before proceeding to the adjacent text area.

For example, multiple columns of text are separate text areas on the page. If you press the Up, Down, Left, or Right direction keys within a multi-column page layout, the insertion point moves first to the top or bottom of the current column before moving into the adjacent column.

Repaginating in page view

When you choose the Page View command, Word automatically repaginates from the beginning of the document through the current page. If you move to a subsequent page by scrolling or with the Go To command, Word again repaginates through the current page. Consequently, any page that you initially view in page view reflects the latest pagination of the document through that page.

As you type and edit within the individual text areas, Word wraps text and breaks lines as in galley view. To minimize repagination, however, Word normally does not update the entire page display until your editing causes text to overflow onto the next page. If your editing alters only the size or position of the text areas or causes text areas to overlap, Word does not automatically repaginate. Overlapping text is displayed until the next repagination.

For example, you might insert a paragraph in the left column of a two-column layout, causing a footnote reference mark to be shifted to the right column. The footnote associated with the reference mark is not shifted to the bottom of the right column until you choose Repaginate Now, until background repaginating occurs, or until some other editing action prompts Word to repaginate.

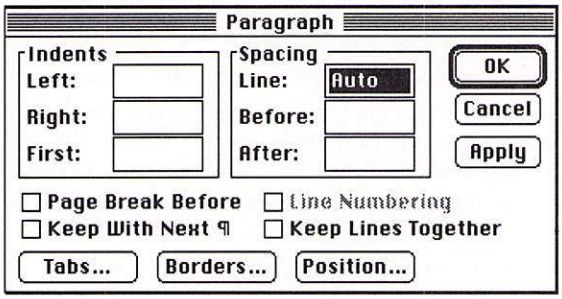
NOTE In page view, Repaginate Now paginates only through the current page.
If you want Word to continually update the page display as you work in page view, turn on the Background Repagination option with the Preferences command. Background repagination repaginates whenever you pause in typing or editing.

For information on	See
Repaginating the document	Repaginate Now command
Selecting text with the selection bar	Selecting
Background pagination	Preferences command
Inserting footnotes	Footnotes
Turning on different views in split windows	Windows

Paragraph Command

On the Format menu (Full menus only). Or, double-click the right indent marker or anywhere above the tab stop area on the ruler or a paragraph properties mark to choose this command.

The Paragraph command controls paragraph formats. When you choose Paragraph, Word displays the ruler and the Paragraph dialog box. Some paragraph formats are controlled by icons on the ruler, others are controlled by options in the dialog box, and some formats can be set with either the ruler or the dialog box.



NOTE Normally the dialog box shows existing formats for the paragraph containing the insertion point or for a series of selected paragraphs. However, if you select two or more paragraphs with different formats, the dialog box options are not selected but are dimmed, and the ruler is gray. Choices you make will be displayed in the dialog box and will be assigned to all selected paragraphs.

Measurements can be specified in points (pt), picas (pi), inches (in), or centimeters (cm). Type the unit of measure after the measurement. For example, type *36 pt* to specify a measurement of 36 points. Twelve points equals one pica or approximately 1/6 inch.

NOTE Word 4 tables commands replace the Word 3 side-by-side paragraph formatting feature. However, the side-by-side option is still available through the Commands command on the Edit menu. Side-by-side paragraphs can be converted to Word 4 tables using the Insert Table command on the Document menu.

Formatting with the Paragraph Dialog Box

Indents

Indents set the horizontal distance between the edges of the text column and the text or graphics in the paragraph. You can set indents by dragging the indent markers on the ruler when the ruler is in normal scale. However, you can set indents in finer increments by specifying the indent measurements in the Indents text boxes. If you set indents on the ruler, the measurements appear in the appropriate text boxes. You can create a hanging indent, like the heading of this topic, by entering a negative left indent or by moving the left indent marker on the ruler to the left.

Left Indent from left margin.

Right Indent from right margin.

First Indent first line of paragraph relative to the left indent.

Spacing

Sets paragraph line spacing. You can also set paragraph line spacing using the paragraph line spacing icons on the ruler. For the spacing options, you can type *li* after the measurement to specify that the measurement is the number of single lines; one line is equivalent to 12 points of vertical spacing.

Line The default setting is Auto, which is automatic single spacing. Word single spaces but also automatically adjusts line spacing to accommodate larger or smaller font sizes, graphics, or superscript or subscript text.

To specify line spacing for a paragraph, type a number in the Line text box. If you do not specify a unit of measure, Word assumes that the measurement is in points. If the spacing you specify would cause characters to overlap, Word automatically adjusts the lines. If you type a negative number, Word uses the absolute value of that number and does not adjust for overlapping characters.

To specify automatic spacing, type *auto* or *0* (zero).

Before Specifies the amount of extra space to add before a paragraph. If you do not specify a unit of measure, Word assumes that the measurement is in points.

After Specifies the amount of extra space to add after a paragraph. If you do not specify a unit of measure, Word assumes that the measurement is in points.

If you specify both space before and space after, Word adds the space before a paragraph to the space after the preceding paragraph.

If you set line spacing or paragraph spacing with the ruler, the measurements appear in the appropriate text boxes.

Page Break Before Breaks the page before a particular paragraph; this option has the same effect as inserting a manual page break before the selected paragraph, except that the page break always travels with the paragraph. This option is especially useful in style sheets: for example, you could apply Page Break Before to a first level heading style to ensure that the heading always starts on a new page.

Keep With Next ¶ Prevents a page break between the selected paragraph and the following paragraph. For example, you may want to use this option to prevent a table heading and the table text from being separated by a page break.

Line Numbering Controls line numbering for the selected paragraphs. This option is dimmed unless you choose Section from the Format menu and turn on the Line Numbers option for the section. If you turn off the Line Numbering option, the lines in the selected paragraphs are not numbered or counted in the line numbering. Line numbers appear only in Print Preview and on the printed document.

Keep Lines Together Prevents lines within a paragraph from being separated by a page break. Use this option for paragraphs containing lines that must be kept together to make sense. You don't need to choose this to prevent widows and orphans; to do that, choose Document from the Format menu and turn on the Widow Control option.

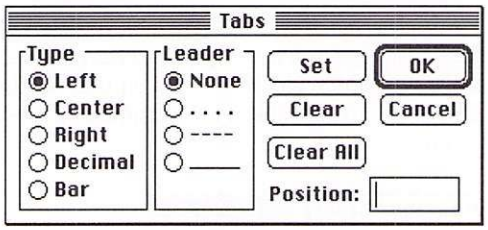
NOTE If you apply the Keep With Next ¶ or Keep Lines Together formats to a lot of text, Word may be forced to move large blocks of text to the next page. This would result in pages with a lot of white space and very little text. Use these formats only on text that must be kept together regardless of how much text is on the page.

Tabs

Tab stops enable you to position text precisely within a line in your document or within a column or cell in a table. Pressing the Tab key (Option-Tab in a table) inserts a tab mark, which fills the space to the next tab stop. The insertion point moves to the next tab stop, where you can type text.

Use Word's table commands to create multiple-column tables. You can use tabs within tables just as you do within paragraphs. If you are converting Word 3 documents containing side-by-side paragraphs to Word 4 documents, use the Insert Table command on the Document menu to convert side-by-side paragraphs to Word 4 tables.

When you click the Tabs button, the following dialog box is displayed. Using the tabs dialog box you can set and clear different kinds of tabs. You can also set tabs using the tab stop icons on the ruler.



Type Specifies the type of tab to be set at the position you specify.

Left	Left side of text aligns to tab stop.
Center	Text is centered at tab stop.
Right	Right side of text aligns to tab stop.
Decimal	Decimal point in text aligns to tab stop. If there is no decimal point in the text, the right side of the text aligns to the tab stop.
Bar	Inserts a vertical bar. This is not a tab stop. Word inserts a vertical bar in the position you specify; however, pressing the tab key will not move the cursor to the vertical bar.

Leader Specifies a leader to be inserted between the preceding text and the text at the tab stop.

None	No leader is inserted.
. . . .	Inserts dots between the preceding text and the text at the tab stop.
- - - -	Inserts a dashed line between the preceding text and the text at the tab stop.
____	Inserts underline characters between the preceding text and the text at the tab stop. In some fonts, the underline characters appear as a solid line when printed, and in other fonts they appear as a dashed line when printed. Select the tab space and choose a different font to change the appearance of the underline.

Set Sets the type of tab stop at the specified position.

Clear Clears the currently selected tab stop.

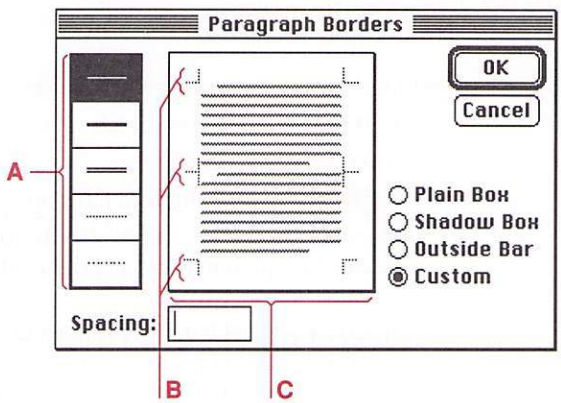
Clear All Clears all tab stops set; the tab stops revert to the default tab stops specified in the Document command on the Format menu.

Position Specifies the position at which to insert the tab stop. If you do not specify a unit of measure, Word uses the unit of measure specified in the Preferences command dialog box.

Borders

You can place borders around paragraphs in any of five positions: top, left, bottom, right, and between (border appears between two selected paragraphs). You can also add a plain box, a shadowed box, or a bar in the outside margin next to paragraphs.

Word offers five different line styles: single, thick (twice as wide as a single line), double (two single lines separated by a line of white), dotted, and hairline (a line thinner than a single line, which can be printed only by a PostScript laser printer such as the LaserWriter). You can also specify the amount of space between the paragraph contents and the border.



A *Border styles* Click to set the border line style to single, thick, double, dotted, or hairline, respectively. Hairline borders are displayed as a single line.

B *Border guides* Mark the points between which vertical and horizontal borders are drawn. Click between two guides or on a border guide to add a border.

C *Border box* Displays a representative drawing of two paragraphs, which you use to add and delete borders. Click between border guides in the border box to add borders. Double-click in the border box outside the border guides to add a plain box around the selected paragraphs.

Border style Click to set the border style you want to add. The available border styles are single, thick, double, dotted, or hairline. Hairline borders can be printed only by PostScript laser printers and are displayed on the screen as single lines. A hairline is printed as a single line on printers other than PostScript laser printers.

To delete a border, you must have the same style of line selected as the style of the border you want to delete; otherwise the border style will be changed to the currently selected line style rather than deleted. To see the current setting for a border, hold down the Option key and click the border in the border box; Word selects the border style.

Spacing Specifies the amount of space to be added between the paragraph contents and the next border that you add. Word automatically adds 2 points of space between the border and the contents of the paragraph. Borders placed to the right or left of paragraphs are printed 2 points outside of the paragraph indents. The measurement you type is added to the 2 points of space normally used.

Border box You can add or delete borders on any side of the selected paragraphs or between the selected paragraphs by clicking the border guides in the border box.

To add a border between paragraphs, click the center horizontal border guide. If you double-click on or between the center horizontal border guide, a plain box and a horizontal line between paragraphs will be added.

Clicking a border that has already been added deletes that border if the same border style is selected. If the same border style is not selected, the border is changed to the currently selected border style. To delete the border, click the border again.

Plain Box Adds a plain box around all the selected paragraphs. To add a plain box, you can also double-click in the border box outside of the border guides. The plain box uses the currently selected border style. To change the box to a different border style, click another border style.

Shadow Box Adds a box with a shadow on the right and bottom sides around all selected paragraphs. The shadow box uses the currently selected border style. To change the box to a different border style, click another border style.

Outside Bar Places a vertical bar to the left of the selected paragraphs. If you choose Document from the Format menu and turn on Mirror Even/Odd Margins in the dialog box, the outside bar will print to the left of paragraphs on even-numbered pages and to the right of paragraphs on odd-numbered pages.

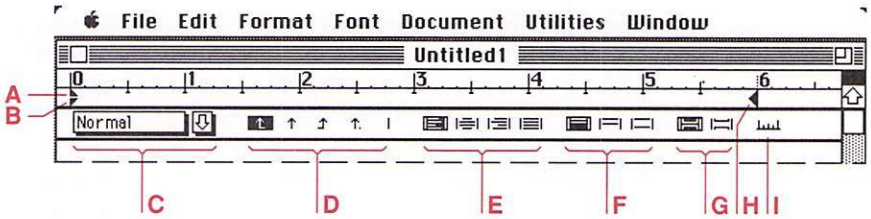
Custom This option does not add borders but indicates that the borders applied to the selected paragraph(s) are not any of the standard options: Plain Box, Shadow Box, or Outside Bar.

Position

Opens the Position command dialog box. You can select options and enter measurements in the Position dialog box just as you would if you selected Position from the Format menu. For instructions on using the Position dialog box, see "Position Command." To return to the Paragraph dialog box, click either the OK button or the Cancel button.

Formatting with the Ruler

In addition to the options in the Paragraph command dialog box, you can use the ruler to format paragraphs. The following illustration shows the ruler in "normal" ruler scale, with paragraph indents displayed.



A *First line indent marker*
B *Left indent marker*
C *Style selection box (Full menus only)*
D *Tab stop icons and vertical line icon*
E *Paragraph alignment icons*
F *Line spacing icons*
G *Paragraph spacing icons*
H *Right indent marker*
I *Ruler scale icon*

With the ruler in Full menus, you can:

- Create styles.
- Apply styles.
- Redefine styles.
- Set left, right, and first-line indents.
- Insert tab stops.
- Select the kind of tab you want — flush left, centered, flush right, or decimal. (In Short menus, only flush-left tab stops are available.)
- Insert vertical lines.
- Select the text alignment you want — flush left, centered, flush right, or justified. Text aligns relative to the indents.
- Select auto single spacing, one-and-a-half spacing, or double spacing.
- Select open or closed spacing. Open spacing adds 12 points of space above paragraphs.
- Change the ruler scale (click the ruler scale icon) to show paragraph indents (normal scale), column boundaries in a table (table scale, available only when insertion point is in a table), or margins and boundaries of multiple text columns relative to the edge of the page (page scale).

For information on	See
Formatting paragraphs with the ruler	Show Ruler/Hide Ruler Command
Creating, applying, and redefining styles	Styles: Formatting the Easy Way
Indenting text	Indenting Paragraphs
Setting tab stops	Tabs
Positioning objects	Position Command Page Layout
Placing paragraphs side by side	Columns Page Layout Tables
Spacing between lines	Line Spacing
Line numbering	Numbering Lines
Inserting horizontal or vertical lines (using borders)	Forms Borders

Paragraphs

In Word, the meaning of "paragraph" is somewhat different from normal English usage. A paragraph is not necessarily a series of sentences. It's text of any length followed by a paragraph mark (shown as ¶), or a paragraph mark with no text preceding it.

You enter a paragraph mark by pressing Return or Enter. Word treats all the characters you typed since the previous paragraph mark as one paragraph. You can see the paragraph marks in your document by choosing Show ¶ from the Edit menu. If you don't want to see them, choose Hide ¶ from the Edit menu.

If you press Return at the end of each line, Word treats each line as a separate paragraph. Since many of Word's formats apply to entire paragraphs and are not restricted to lines, pressing Return at the end of each line can make editing and formatting more difficult. In general, you should let Word break lines for you. Word automatically goes to the next line when the text you type approaches the right margin. This is called wordwrap. If you need to end a line short of the right margin, you can press Shift-Return to end a line without ending the paragraph.

An invisible "selection bar" runs along the left edge of your document window. When the mouse pointer enters the selection bar, it turns into an arrow pointing diagonally to the right. Double-click in the selection bar opposite a paragraph to select an entire paragraph.

If you're not sure which lines are included in a paragraph, double-click in the selection bar opposite the paragraph. The entire paragraph will be selected so that you can see the extent of the paragraph.

When paragraphs are formatted with "invisible properties," such as Keep with Next ¶ or Keep Lines Together, Word displays a small box in the selection bar opposite the first line of the paragraph (with Show ¶ selected). Double-click this "paragraph properties mark" to display the Paragraph dialog box and the ruler.

Viewing paragraph formats (Full Menus)

To see how a paragraph is formatted:

1. Select any portion of the paragraph, or position the insertion point in the paragraph.
2. Choose the Paragraph command from the Format menu.

   Word displays the selected paragraph's indents, tabs, style, alignment, and spacing settings on the ruler. Many of these settings and other formats are also shown in the Paragraph dialog box.

If you select two or more paragraphs with different paragraph formats, settings are not shown on the ruler or in the Paragraph dialog box, and some options are dimmed. If you set a new paragraph format, the new format applies to all selected paragraphs, but any other differing formats are retained for each paragraph unless you change them.

For example, if you select a flush-right paragraph and a flush-left paragraph, and then you set the centered format, both selected paragraphs become centered. However, if one of the paragraphs is in italic type and the other is in roman type, those different formats remain in effect until you change them.

Formatting paragraphs

Many of the formatting options offered by Word are related to paragraphs. Since there are many ways to format paragraphs, specific information on each aspect of paragraph formatting is covered in a separate topic in this manual. See the table at the end of this topic for references to other topics explaining particular formatting tasks.

The general procedure for formatting paragraphs is as follows:

1. Position the insertion point in the paragraph you want to format. Or, to apply paragraph formats to more than one paragraph, select all the paragraphs you want to format.

NOTE Paragraph formats are applied only to the paragraph containing the insertion point or the paragraphs included in the current selection.

2. Format the paragraphs using any of the following methods:
   - Clicking icons on the ruler.
   - Choosing Paragraph from the Format menu and selecting options in the Paragraph dialog box (Full menus only).
   - Creating styles to store sets of formats and applying the styles to selected paragraphs (Full menus only).
   - Choosing Position from the Format menu and specifying a position at which to place the paragraph (Full menus only).

Word's default paragraph format is specified by the style named Normal. Word's Normal style is originally flush left and single spaced with no left and right indents. You can change the default format by redefining the Normal style.

As you type paragraphs, the paragraph format is retained for each successive new paragraph until you change the format. However, you can cause the formatting for the next paragraph you type to change automatically by specifying a different Next Style with the Define Styles command on the Format menu.

For more information on formatting with styles, see "Styles: Formatting the Easy Way."

Splitting paragraphs

1. Position the insertion point where you want to split the paragraph.
2. Press Return.

   The two paragraphs resulting from the split retain the formatting of the original paragraph.

As you add text in a paragraph, you will notice that characters in the paragraph to the right of the insertion point shift right to accommodate the new text, and as words reach the right margin they automatically wrap to the next line.

To break the paragraph after the insertion point so that you can see where the new text ends, and to prevent the remainder of the paragraph from wrapping as you type, press Command-Option-Return. Word inserts a paragraph mark after the insertion point; the insertion point remains in the original paragraph. After you have inserted all the new text, you can rejoin the paragraph by deleting the paragraph mark you inserted.

Joining paragraphs

1. Position the insertion point at the beginning of the line following the paragraph mark you want to delete.
2. Press Backspace or Delete.

   Press Backspace or Delete twice if you added an extra paragraph mark between paragraphs.

If the paragraphs have different formats, you cannot use the Backspace key to delete the paragraph mark. This feature prevents you from accidentally deleting formatting for a paragraph. You can think of paragraph formats as being stored in the paragraph mark at the end of the paragraph. If you delete the paragraph mark, all formats for that paragraph are lost and the paragraph takes on the formats stored in the next paragraph mark in the document.

You can select the paragraph mark and then press Backspace or Delete to delete it. To select the paragraph mark, drag over it or double-click to the right of the last line of the paragraph. Choose Show ¶ from the Edit menu to make the paragraph marks visible so that you can select and delete them more accurately.

Copying paragraph formats (Full Menus)

You can create an identically formatted paragraph in a new location in your document by copying a paragraph mark and pasting it in the new location. However, if you find that you are duplicating formats frequently, you can save time by creating a style with the formats for that paragraph.

To create a style based on an existing paragraph's formats:

1. Position the insertion point in the paragraph whose formats you want to use repeatedly.
2. Choose Show Ruler from the Format menu.
3. Click the style selection box (click the text box, not the arrow).

   The current style name is selected.
4. Type a name for the style of the selected paragraph and press Return.

   You should make the style name descriptive but brief.

   Word displays a dialog box that asks if you want to define the style based on the selection.
5. Click Define.

Now, to copy the formats for the paragraph to another paragraph:

1. Position the insertion point in the paragraph you want to format.
2. Select the style name from the style selection box on the ruler: Point to the arrow to the right of the style name, drag to the style name you want to apply, and release the mouse button.

To change the paragraph back to the Normal style, select Normal from the style selection box.

Using styles to format paragraphs also enables you to change all the paragraphs with the same style by changing the style definition. So, you have to select the new paragraph formats only once and all paragraphs with that style change.

Keep in mind that styles specify character formats, too, such as bold or font size, but that the character formats always apply to the entire paragraph. You can override the style's formats, including character formats, for selected text or paragraphs by selecting different formats from the Format or Font menu.

Controlling paragraph width

The width of a paragraph is controlled by a combination of the document margins, the column width, and the paragraph indents. The document margins specify the width of the text area for the entire document. If you specify more than one column of text using the Section command on the Format menu, the text area defined by the margins is divided into columns; this reduces the width of the paragraphs because the paragraphs are narrowed to fit in the column width. If a document is formatted in one column, the column width is the same as the width of the text area defined by the margins.

The paragraph indents are always measured relative to the column width. If your document is formatted in one column, the paragraph indents are also relative to the margins because the text width defined by the margins is the same as the column width. For example, if the left side of the column starts at zero on the ruler and the column is six inches wide, the paragraph indents would normally be placed at zero and six inches. Using paragraph indents you can make a paragraph narrower than the column width, or you can move the paragraph indents out to make a paragraph wider than the column width. This is useful for creating negative and hanging indents for headings. For example, the heading of this topic, "Paragraphs," was created with a negative indent — by moving the left indent into the left margin. For more information on changing paragraph widths, see "Indenting Paragraphs."

Controlling paragraph spacing

When you type on a typewriter, you use the Return key to add space between two paragraphs. If you want more space between two paragraphs, such as between a heading and body text, you press the Return key several times. If you press Return in Word, you insert a new paragraph, not just a new line. Sometimes having these extra paragraphs in your document can make reformatting a section or moving text difficult, because you may not always have the correct number of paragraph marks exactly where you want them. And if you want the space between your paragraphs to be different from the normal line spacing within your paragraphs, you have to format the paragraphs between text paragraphs differently from your text paragraphs.

Word enables you to control paragraph spacing without having to add and delete paragraph marks as you move and reformat text in your document. You can control the amount of blank space between two paragraphs to a fraction of an inch or point by using Word's paragraph spacing options. Instead of pressing Return twice, use the Paragraph command to specify a Space After for the paragraph. Then you press Return only once to end a paragraph and start a new one, saving keystrokes, and the space you specify stays with the paragraph no matter where you move it.

For more information on specifying vertical paragraph spacing, see "Paragraph Command."

Positioning paragraphs in your document (Full Menus)

Normally, Word places each successive paragraph you type below the previous paragraph and flows the text from the left paragraph indent to the right paragraph indent. With the Position command, you can specify the exact location on the page where you want to place a paragraph and the exact width you want the paragraph to be.

You can position any paragraph in your document anywhere in horizontal or vertical relation to the page, the document margin, or the text column (specified with the Section command). A positioned paragraph can contain text or graphics that you want to place in a particular position in your document.

For more information on positioning paragraphs, see "Position Command" and "Page Layout."

For information on	See
Indenting paragraphs	Indenting Paragraphs
Aligning paragraphs (specifying flush left, flush right, centered, or justified alignment)	Aligning Paragraphs
Adding borders to paragraphs	Borders
Setting spacing between lines and paragraphs	Line Spacing Paragraph Command
Using styles	Styles: Formatting the Easy Way
Formatting paragraphs with the ruler	Paragraph Command Show Ruler/Hide Ruler Command
Using tabs	Tabs
Adding paragraph formats to the Format menu	Menus
Positioning paragraphs	Position Command Page Layout

Paste Command

On the Edit menu.

The Paste command inserts a copy of the Clipboard contents at the insertion point or replaces the selection. Paste is dimmed when the Clipboard is empty. When the Define Styles dialog box is open, Paste applies copied formatting instructions to the style selected in the list box. You can also use the Paste command to insert the contents of the Clipboard into the glossary entry selected.

If you copy table cells to the Clipboard, the Paste command becomes the Paste Cells command.

For information on	See
Copying text	Copying Text or Formats
Moving text	Moving Text
Defining styles with the Paste command	Styles: Formatting the Easy Way
Creating glossary entries from the Clipboard contents	Glossaries

Paste Link Command

On the Edit menu (Full menus only).

Word has a built-in utility called QuickSwitch that you can use when running Word under Apple's MultiFinder. QuickSwitch enables you to link information shared by Word documents with documents created in other programs. You can copy text or graphics into a Word document from any application that supports QuickSwitch, such as Microsoft Excel® 1.5. Then, you can use Word's Edit Link command or Update Link to update the information in your Word document to match information in the original (source) file.

When you copy information from the original file and paste it into Word using the Paste Link command, rather than the regular Paste command, Word inserts an identifier paragraph before the inserted information. Word uses this identifier paragraph to link the information in Word to the source information. Using either the Update Link or the Edit Link command, you then can update the copy of the information in your Word document, so that the copy matches the current source information.

If an application supports QuickSwitch but does not support Paste Link (such as Microsoft Excel 1.03), Word will not be able to insert the identifier paragraph for you. You can type the identifier paragraph as described at the end of this topic, however, so that you can still use Edit Link or Update Link to update the information.

NOTE It isn't necessary to type an identifier paragraph before MacDraw and MacPaint graphics in order to update them using the Update Link or Edit Link commands. Paste them into Word using the Paste command and then make sure to open a new file in the graphics program before executing Edit Link or Update Link in Word. For more information, see Appendix C, "Using Word with Other Applications."

Pasting linked information from another file (Full Menus)

1. Start the application in which you created your source data and open the file containing the information you want to copy into your Word document.
2. Select the information or area (such as an area in a Microsoft Excel worksheet) you want to copy into your Word document.
3. Choose Copy from the Edit menu.

   The selection is copied to the Clipboard.
4. Switch to Word and open the file you want to paste the selection into.
5. Position the insertion point where you want to paste the information.
6. Choose Paste Link from the Edit menu.

   The information you copied is inserted into your Word document preceded by an identifier paragraph. This identifier paragraph is formatted as hidden text, so it will not be printed. The paragraph contains *Application!filename* where *Application* is the name of the source application and *filename* is the name of the source file. Microsoft Excel worksheets also include an *!areaname* identifier after the *filename* to identify the area in the worksheet that corresponds to the information you inserted.

If you want to use QuickSwitch to switch between Word and an application that supports QuickSwitch but doesn't support Paste Link (such as Microsoft Excel 1.03), you must type the identifier paragraph after copying the information into Word. To do this:

1. Position the insertion point at the beginning of the copied information and type the identifier information *Application!filename* where *Application* is the name of the source application and *filename* is the name of the source file.

   For *Application* you can type either *Excel* or *SuperPaint* or the four-character application signature. Note that only Microsoft Excel and SuperPaint can be identified by their full names. The Finder uses the four-character application signature to identify an application. You can determine the signature by using a utility program such as Fedit or ResEdit.

   For example, if you are copying a Microsoft Excel chart named Warranty Rate, type *Excel!Warranty Rate*.

   If the information is pasted from a Microsoft Excel worksheet, type an exclamation point following *filename* and type the name of the Microsoft Excel area you copied or type the range of cells from the file that you copied in R1C1:R2C2 format. For example, if you copied a block of cells from the file *Analysis* beginning in row 4, column B, and extending to the cell in row 6, column H, type *Excel!Analysis!R4C2:R6C8*
2. Press Return at the end of the identifier paragraph.
3. Select the entire identifier paragraph.

4. Choose Character from the Format menu.
5. Turn on Hidden under Style and click OK.

NOTE Because the identifier paragraph is always inserted just before the pasted information, the pasted information will always start at the beginning of a paragraph.

For information on	See
Using MultiFinder	Appendix C, "Using Word with Other Applications"
Updating the pasted information	Update Link Command Edit Link Command
Using QuickSwitch with Microsoft Excel and Word	Appendix C, "Using Word with Other Applications"

Plain For Style Command

On the Format menu.

The Plain For Style command restores the selected characters to the default character format that is used in the style of the paragraph containing the selection. It removes from the selected characters all text enhancements (bold, italic, and so on) that are not part of the style and restores the font, size, and so on, that are part of the style.

For example, if the style is Normal, Plain For Styles restores selected characters to 12-point New York. (This is the preset default for the Normal style. If you changed Normal, the effect of Plain For Styles on a paragraph having the Normal style would be different.)

For information on	See
Formatting characters	Character Command Character Formatting

Plain Text Command

On the Format menu.

The Plain Text command removes character formats from the selected text, but it does not affect font, font size, spacing (condense/expand), or position (superscript/subscript) formatting. For example, if the text you select is formatted as Bold and Italic, choosing Plain Text removes this formatting and displays the text as normal.

For information on	See
Formatting characters	Character Command Character Formatting
Plain for Styles	Plain for Style Command
Normal character formatting	Define Styles Command Styles Command Styles: Formatting the Easy Way

Position Command

On the Format menu (Full menus only).

With the Position command, you can place a paragraph containing text or graphics in any location within the printable area of the page. You can specify the position of the paragraph relative to the margins, edges of the page, or the column boundaries of newspaper-style, or snaking, text columns.

You also can position tables that you create using the Insert Table command on the Document menu. You can position the entire table as a whole or position one or more selected rows independent of the rest of the table. The position of the first paragraph in the row determines the position of the entire row; Word disregards the position of any other paragraph in the row.

Any type of text or graphic that you place using the Position command generally is referred to as a "positioned object." A paragraph also is considered positioned if you change the width of the paragraph by typing a measurement in the Paragraph Width box.

To see the actual placement of positioned objects before you print, you can choose the Page View command from the Document menu or the Print Preview command from the File menu. You also can move positioned objects in print preview by dragging them with the mouse.

Normally as you type text and insert graphics into your document, Word automatically places the paragraphs one after the other, filling the main text area from the top to bottom margin. In normal paragraphs, the width of the available text area is determined by the column boundaries; in the typical one-column page layout, the column boundaries coincide with the left and right margins.

If you select a normal paragraph and choose the Position command, the dialog box settings reflect the default placement:

- The left edge of the paragraph boundary aligns with the left boundary of the text column (Horizontal: Left, Relative to Column).
- The vertical alignment of the paragraph between the top and bottom margins varies as you add or delete text before the paragraph (Vertical: In line). Word displays and prints the text and graphics in the order in which you insert them into your document.
- The available paragraph width is equal to the width of the text column (Auto).

Changing these settings overrides the normal placement of the selected text and graphics, and the paragraphs are thereafter considered positioned objects. You can reset the paragraphs to the normal position using the Reset button.

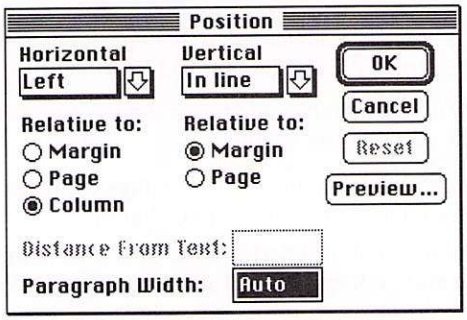
Note that the Position command controls the location of the object on a page; it does not determine the particular page on which the object is displayed or printed. If you position a paragraph on a page and later insert additional pages of text preceding the normal position of the object (as shown in galley view), Word shifts the object to a subsequent page (exactly as it would a normal paragraph) but places the object in the same relative position on the new page.

The text of normal paragraphs flows around the boundaries of any positioned objects on the page, filling the available space within the main text area. If the space is less than one inch wide, Word does not fill in the space with text. You can see the boundaries of positioned objects in page view by turning on the Show Text Boundaries in Page View option in the Preferences command.

Depending upon the paragraph width and the position you select using the Position command, positioned objects may not appear on the page in the same order in which you insert them into your document.

If you set identical positioning options for contiguous paragraphs, Word treats all of the paragraphs as a single positioned object. For example, Word keeps the positioned paragraphs together on the same page. If you want each paragraph positioned individually, insert a normal paragraph mark (or a paragraph having a different position) between the identically positioned paragraphs.

Because Word stores the position of the paragraph as it does other paragraph formats, you can define any position as a style using the Define Styles command on the Format menu.



Horizontal You control the horizontal alignment of the object by selecting a position and identifying the text area (page, margin, or column) used as the reference. Note that if you position the object against the left or right edge of the page, some part of the text or graphic may not print due to the minimum margin required by most printers. If you type a measurement into the text box instead of selecting a position from the list, Word positions the object the specified distance from the left edge of the page, left margin, or left column boundary.

Left Aligns the left edge of the object with the left margin or the left boundary of the text column.

If you select the Horizontal Relative to Page option, Word places the object in the left margin space of the page; the measurement you type in the Distance From Text box determines the distance between the right side of the object and the left text margin. If the object extends into the text area, Word maintains the space between the object and the surrounding text.

Center Centers the object between the margins, edges of the page, or boundaries of the text column.

Right Aligns the right edge of the object with the right margin or right boundary of the text column.

If you select the Horizontal Relative to Page option, Word places the object in the right margin space of the page. The measurement you type in the Distance From Text box determines the space between the left side of the object and the right text margin. If the object extends into the text area, Word maintains the space between the object and the surrounding text.

Inside On odd-numbered pages, Inside has the same effect as the Left option. On even-numbered pages, Inside has the same effect as the Right option.

Outside On odd-numbered pages, Outside has the same effect as the Right option. On even-numbered pages, Outside has the same effect as the Left option.

Relative to Margin Positions the object between the left and right margins, within the main text area.

Relative to Page Positions the object in the left or right margin space if you select the Left, Right, Inside, or Outside horizontal position or centers the object between the left and right edges of the page if you select Center. If you position the object in the left or right margin space and the measurement in the Paragraph Width box is greater than the margin width, the object extends into the main text area.

Relative to Column Positions the object between the boundaries of the text column.

Vertical You control the vertical alignment by selecting a position and indicating the text area (page or margin) used as the reference. Note that if you position the object against the top or bottom edge of the page, some part of the text or graphic may not print due to the minimum margin required by most printers. If you type a measurement into the text box instead of selecting a position from the list, Word positions the object the specified distance from the top margin or top edge of the page.

In line Places the positioned paragraph at the first available free area on the page. The vertical alignment of the positioned paragraph varies as preceding paragraphs are inserted and deleted, just as it would if the paragraph were not positioned. However, if two in-line paragraphs would otherwise overlap, the first in-line paragraph pushes down the second. The Relative to Margin and Relative to Page options have no effect on objects positioned in line.

Top Aligns the top edge of the object with the top margin or top edge of the page.

Center Centers the object between the margins or edges of the page.

Bottom Aligns the bottom edge of the object with the bottom margin or bottom edge of page.

Relative to Margin Positions the object between the top and bottom margins, within the main text area.

Relative to Page Positions the object between the top and bottom edges of the page.

Distance From Text Specifies the distance Word maintains between the boundaries of the positioned object and the text of normal paragraphs.

Paragraph Width Sets the left and right boundaries of the positioned object. The boundaries determine the available width — how much room will be set aside for the object and any indenting or other space you assign to it. The default (Auto) is the width of the text column; if the section contains a single text column, the width is equal to the main text area between the margins.

If you set a width for positioned text greater than the actual width of the text, Word wraps the text to the new width. However, if you set a width for a graphic or a table greater than its actual width, Word does not enlarge the graphic or table.

If you set a width for positioned text smaller than the actual width of the text, Word wraps the text to the new smaller width. However, if you set a width for a graphic or a table smaller than its actual width, Word crops the graphic or table.

If you already indented the paragraph before you chose Position, Word indents the contents of the paragraph a corresponding distance from the left and right boundaries of the object.

You can control the horizontal alignment of text and graphics within the boundaries of the positioned paragraph using the Paragraph command or the ruler, just as you do for normal paragraphs. In positioned paragraphs, the zero mark on the ruler (normal ruler scale) aligns with the left paragraph boundary. You can set left and right indents to offset the contents of the positioned paragraph from the left and right boundaries.

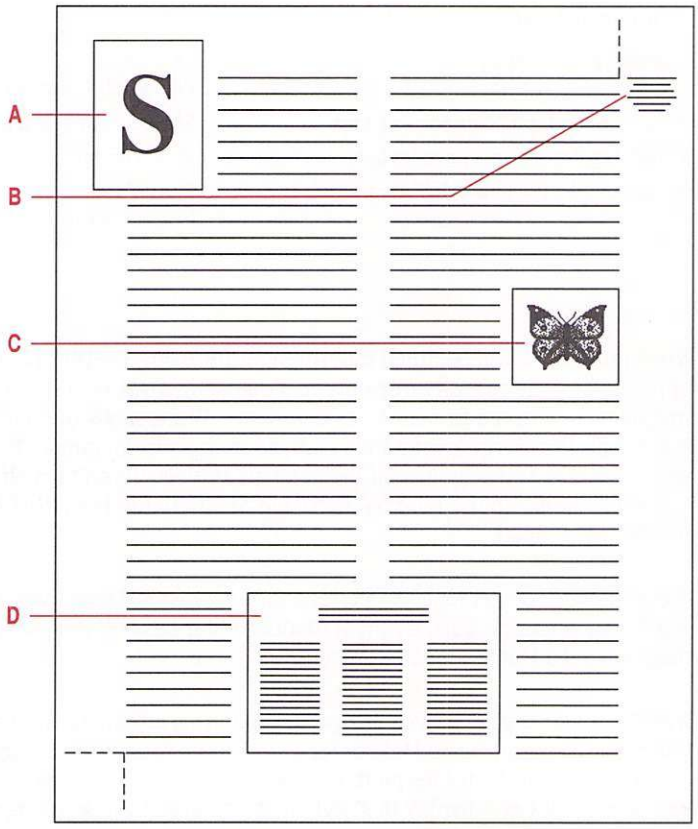
You can adjust the top and bottom boundaries of the positioned paragraph by specifying space before and after the paragraph using the Paragraph command.

If the first paragraph in a group of selected paragraphs is a graphic, Word sets the default width in the Paragraph Width box equal to the width of the graphic. For example, if you select a paragraph containing a graphic and the adjacent paragraph containing the caption, Word automatically sets the width of the caption text equal to the width of the graphic.

Reset Resets the Position options so that the selected paragraph(s) is no longer a positioned object: horizontal position is set left relative to the column boundary, and the vertical position is in line relative to margins. The measurement in the Paragraph Width box is set to Auto.

Preview Saves the settings and chooses the Print Preview command. The page(s) is displayed with margins, page breaks, and boundary lines surrounding positioned objects and other page elements. Only the page containing the positioned object is displayed. You can move positioned objects by clicking and dragging them.

Some effects of the horizontal and vertical positioning options are shown in the following illustration.



A *Vertical: .5 inch, Relative to Page; Horizontal: .5 inch, Relative to Page* If you type a measurement in the text box under Vertical, Word places the object the specified distance (.5 inch) from the top edge of the page. Because the width of the object is greater than the width of the margin, the object extends into the main text area. The measurement you type in the Distance From Text box determines the spacing between the object and the surrounding text. You can place an object in a similar position by typing a measurement in the Horizontal text box and selecting the Horizontal Relative to Page option; Word places the object the specified distance from the left edge of the page.

B *Vertical: Top, Relative to Margin; Horizontal: Right, Relative to Page* Word places the top edge of the text against the top margin. The measurement in the Distance From Text box determines the spacing between the edge of the positioned paragraph and the right margin. Notice that horizontal positioning options do not affect the text alignment you set for paragraphs using the ruler or the Paragraph command. Here the text is centered between the boundaries of the paragraph.

C *Vertical: In Line; Horizontal: Right, Relative to Column* Word places the right edge of the object against the right column boundary. Because the object is positioned vertically in line, its alignment between the top and bottom margins will vary if preceding text is deleted or inserted.

D *Vertical: Bottom, Relative to Margin; Horizontal: Centered, Relative to Margin* Word centers the object between the left and right margins and aligns the bottom edge of the object flush with the bottom margin.

For information on	See
Formatting paragraphs	Paragraphs Paragraph Command
Defining paragraph positions as styles	Styles: Formatting the Easy Way
Positioning objects in a page layout	Page Layout
Previewing the document before printing	Page View Print Preview

PostScript

Word provides a well-defined environment for using PostScript commands with the Apple LaserWriter family of printers. You can include PostScript commands interspersed with the text in your documents. Word sends them to the printer as native PostScript. PostScript commands embedded in your document are normally carried out before the text and graphics on the page are drawn. If you turn on the "Print PostScript over text" option in the LaserWriter Page Setup dialog box, PostScript commands are printed last instead.

NOTE The remainder of this topic is intended for experienced users who are familiar with the PostScript language used by most models in the LaserWriter family of printers. You must use valid PostScript commands.

Word includes the style "PostScript" as one of its automatic styles; the style's format is Normal + 10 point, Bold, Hidden text. You must format the commands in PostScript style if you want them interpreted as commands; otherwise, Word will print them as text. Word does not display this style in the Define Styles box until you use it; if you type *PostScript* in the Style box and click the Apply button, the formats for the style appear below the box. You can change the formats for this style, but you must include the hidden text property in the style definition before you print, or the PostScript instructions will be printed, not carried out.

If you print the document on a printer other than a PostScript LaserWriter, PostScript commands are ignored. At this writing, PostScript is supported on all LaserWriter models, except the LaserWriterII SC.

The x,y-coordinate space used for PostScript commands in Word is the same as that in normal PostScript. The graphics origin (0,0) is the lower-left corner of the page and positive directions are to the right and up. (This is different from the coordinate system used by the Macintosh.)

Drawing takes place within the bounds of a clipping rectangle, referred to as the drawing rectangle. The graphics origin is translated to the lower-left corner of the drawing rectangle. You can change the origin using the "translate" PostScript command. You can change the clipping rectangle using the "clip" or "initclip" command.

Groups

The PostScript commands for one page are combined in groups. Groups are independent of each other. All commands within a group operate on the same drawing rectangle. One group cannot define procedures or variables for use by another because the state of PostScript virtual memory is saved and restored for each group.

A group of commands is any sequential set of paragraphs with the PostScript style that operate on the same drawing rectangle. Five types of drawing rectangles are available; you specify a drawing rectangle by placing one of the following group commands at the beginning of a paragraph with the PostScript style.

.page. The drawing rectangle is the entire page containing the first line of the next non-PostScript paragraph.

.para. The drawing rectangle is the portion of the next non-PostScript paragraph that fits on the same page containing the first line of that paragraph.

.pic. The drawing rectangle is the enclosing frame of the next sequential graphic (picture) in the next non-PostScript paragraph. Several of these commands may appear in front of the paragraph containing the graphics; each .pic. group applies to the corresponding graphic in the paragraph.

.cell. The drawing rectangle is the table cell containing the PostScript. Use .cell. groups only in tables created with the Insert Table command. The .cell. group uses certain wp$ variables available with the .para. group. (See the table later in this topic.) The values of the variables refer to the first paragraph in the cell.

.row. The drawing rectangle is the table row containing the PostScript. Use .row. only in tables created with the Insert Table command.

.dict. Use .dict. to create a PostScript group containing definitions and procedures for one page. Use this group with care. It is intended for defining procedures to be used later on the same page, so you should not actually draw from it. Word does not define any of the wp$ variables for .dict. groups and does not change the drawing environment (origin, clipping, axes, etc.). LaserWriter drivers earlier than version 5.0 may not support .dict. groups.

The header is scanned for PostScript before any other elements of a page, so the header is a good place for .dict. groups. The PostScript defined in the .dict. group remains in effect until the end of the page; there is no easy way to define PostScript that remains in effect until the end of the document.

You can use .para. and .pic. groups in tables created with the Insert Table command. PostScript is applied only to the paragraph or picture included in the defined drawing rectangle. If you use a .cell. or a .row. group within a table or row of a table positioned using the Position command on the Format menu, the height of the drawing rectangle equals the height of the positioned table or consecutive positioned rows. The width of the drawing rectangle is not affected.

If none of these commands is used, .page. is assumed. The group command should immediately precede the PostScript commands, and it must be in a paragraph with PostScript style. The group begins at the group command (or at the first PostScript paragraph found) and continues until another group command or a non-PostScript paragraph is found.

Variables

Word provides variables for use with embedded PostScript commands. All measurements are specified in points, which is the standard PostScript unit.

Variables for all groups

Variable	Defines the
wp$box	Path containing the drawing rectangle
wp$y	Drawing rectangle height
wp$x	Drawing rectangle width
wp$xorig*	Left edge of the drawing rectangle
wp$yorig*	Bottom edge of the drawing rectangle
wp$fpage	String giving the current page number in the appropriate format (Arabic, Roman, or alphabetic)
wp$page	Current page number
wp$date	Current date string
wp$time	Current time string

*You can use wp$xorig and wp$yorig to move the origin to the bottom left edge of the page; for example: wp$xorig neg wp$yorig neg translate

Variables for paragraphs

Variable	Specifies
wp$top*	Space before the paragraph (same as Before in the Paragraph dialog box)
wp$bottom*	Space below the paragraph (same as After in the Paragraph dialog box)
wp$left*	Amount of indentation from the left margin to the left indent
wp$right*	Amount of indentation from the right margin to the right indent
wp$first	The first-line indent for the paragraph to which the PostScript applies
wp$style	Name of the style for the paragraph to which the PostScript applies

*These variables can also be used with .cell. groups.

Variables for pages

Variable	Specifies
wp$top	Top margin
wp$bottom	Bottom margin
wp$left	Left margin, including the gutter margin on facing pages
wp$right	Right margin, including the gutter margin on facing pages
wp$col	Number of columns
wp$colx	Width of each column
wp$colxb	Space between columns

NOTE The last three variables listed above are derived from the first paragraph on the page. If the page has multiple sections with different numbers of columns, these variables will be of little use.

Operators to Avoid

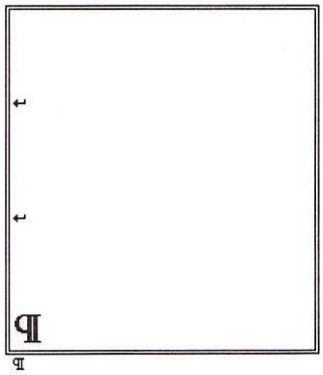
Because Word's text and graphics will be printed in the same PostScript page as your PostScript commands, you should not use operators that reset the LaserWriter or the PostScript environment. Following is a list of some of the operators you should avoid when using PostScript with Word.

banddevice	grestoreall	initmatrix	renderbands
copypage	initgraphics	nulldevice	showpage
framedevice			

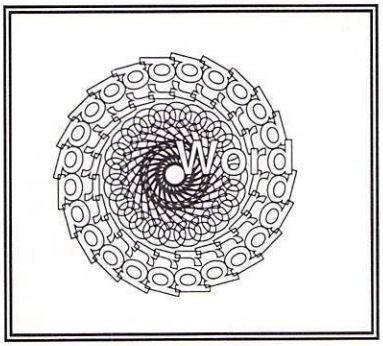
Example

The following illustrations show examples of PostScript commands in Word and the output they produce.

```
.para ¶
initclip¶
/Helvetica-Bold findfont 30 scalefont setfont¶
/ShowOutline {true charpath stroke} def¶
/WordCircle {15 15 345¶
{gsave rotate 0 0 moveto (Word) ShowOutline grestore} for} def¶
wp$x 2 div wp$y 2 div translate¶
.5 setlinewidth¶
WordCircle 0 0 moveto (Word) true charpath¶
gsave 1 setgray fill grestore¶
stroke¶
```



The above paragraphs produce the following LaserWriter output.



Importing PostScript from Adobe Illustrator

To import PostScript from an Adobe Illustrator document:

1. Open the Adobe Illustrator document. You can open EPSF files created with Illustrator or with any application by holding down the Shift key and choosing Open.
2. Copy the PostScript to the Word document that will include the graphic.
3. Determine the picture's origin.

   Look for the following PostScript comments:

   %% Bounding Box: x y # #

   where x, y, and # are numbers.

   This indicates the origin and size of the rectangle containing the PostScript graphic.
4. Before the PostScript text, type:

   -x -y translate

   For example, if the PostScript contains "%% Bounding Box: 39 –213 235 –5," precede the PostScript text with *-39 213 translate*

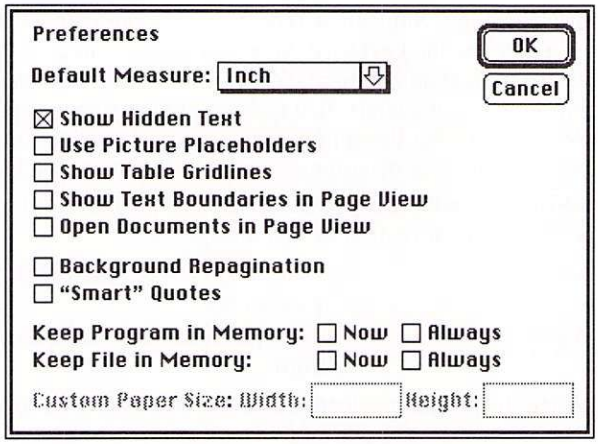
   You may need to manually adjust these numbers depending on the application from which your PostScript came.
5. Give all the PostScript text the PostScript style.

For information on	See
Using the LaserWriter	*Inside LaserWriter*
Using PostScript	*PostScript Language Reference Manual* *PostScript Language Tutorial and Cookbook*

Preferences Command

On the Edit menu (Full menus only).

The Preferences command controls many default settings for Word. Word saves the Preferences settings in the current configuration file when you quit Word or save the configuration using the Commands command. When you next use that configuration with Word, the saved settings are used for all documents.



Default Measure Displays the current default unit of measure. Position the mouse pointer on the box and drag to select an option from the list that is displayed. You can choose inches, centimeters, points, or picas. The ruler and measurements displayed in text boxes change to reflect the new unit. Note, however, that most spacing measurements, such as superscript/subscript, expand/condense, and line spacing, continue to use points even if you change the default measurement unless you specify a unit of measure.

Show Hidden Text Displays text formatted as Hidden. When this option is turned on, hidden text is indicated by a dotted underline. Pagination is affected when Show Hidden Text is turned on; however, table of contents and indexing are not affected since Word automatically turns off hidden text when creating a table of contents or an index.

Show Hidden Text affects only whether hidden text is displayed. If you want to print hidden text, you must choose the Print Hidden Text option in the Print dialog box.

Use Picture Placeholders Displays gray rectangles as placeholders for graphics. Turning on this option speeds up scrolling, but it does not affect the way graphics print.

Show Table Gridlines Displays gridlines between rows and columns in tables. Word does not print the gridlines.

Show Text Boundaries in Page View Displays dotted rectangles around such elements as text areas, headers, footers, and positioned objects. This is useful when viewing sophisticated page layout options.

Open Documents in Page View Sets the view in which Word opens documents. If you turn on this option, Word opens documents in page view, which displays all page elements as they will appear when printed. If this option is turned off, Word opens documents in galley view, which displays only the main text of the document without headers, footers, and other page elements.

Background Repagination Automatically paginates the document when the program is idle; that is, while you are not typing. Word stops the pagination when you start typing and resumes pagination when you pause. Turning on background repagination may slow some operations. If this happens, you can turn off background repagination and use the Repaginate Now command when you want to repaginate your document.

"Smart" Quotes Substitutes typeset-quality quotation marks (“ ” or ‘ ’) when you type " or ' on the keyboard. Word replaces the double quotation mark (") with “ or ” and the single quotation mark (') with ‘ or ’. Substitution is determined by the surrounding characters; that is, if you type a quotation mark after a blank space, Word substitutes the appropriate opening quotation mark (“ or ‘) in its place. Word replaces all other occurrences with closing quotation marks (” or ’).

Keep Program in Memory Loads as much of the Word program as possible into the available memory of your Macintosh.

Now	Loads the Word program into memory for the current work session only.
Always	Loads the Word program into memory each time you start Word.

When the program is loaded into memory, your Macintosh will not have to access the disk to read and write data so program operation will be quicker. If your computer does not have enough memory available, Word loads as much of the program as possible and leaves the remainder on disk.

Keep File in Memory Loads as much of the opened Word documents as will fit into the available memory of your Macintosh.

Now	Loads documents into memory for the current work session only.
Always	Loads documents into memory every time you start Word.

When the file is loaded into memory, your Macintosh will not have to access the disk to read and write data so program operation will be quicker. If your computer does not have enough memory available, Word loads as much of the document as possible and leaves the remainder on disk.

NOTE You can check the size of Word and Word documents in the Finder by choosing the By Size command from the View menu or by choosing the Get Info command from the File menu.

Custom Paper Size Sets a custom paper size that you can then select from the Page Setup dialog box. This option is enabled only for the Apple ImageWriter and ImageWriter LQ.

For information on	See
Using hidden text	Hidden Text Indexing Table of Contents
Specifying units of measure	Measures
Printing with Word	Printing Documents
Galley view	Galley View
Page view	Page View

Print Command

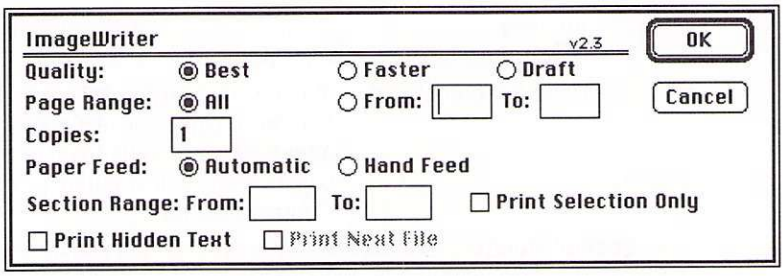
On the File menu.

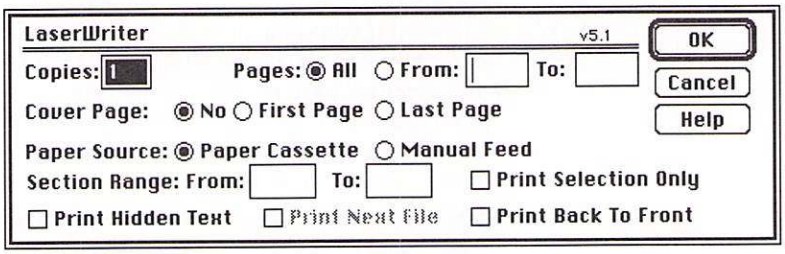
The Print command prints the current document or a part of the document. You also can print:

- A document's style sheet (if the Define Styles dialog box is open).
- A glossary file (if the Glossary dialog box is open).
- An outline (if the window is in outline view).
- Selected text only.

Word saves the print options (except Page Range and Copies) for the file being printed, so you only have to specify the print options once. The print options you select then are used as the default option settings for new files. If you save the current Word configuration with the Commands command, the current print options are saved also and become the default for new files when you use that configuration file.

When you choose Print, Word displays the dialog box that corresponds to the printer you selected in the Chooser command. Printer dialog box options vary from one printer to the next and from one version of the printing resources (printer driver) to the next. For details on your printer's options, see your printer manual.





After you carry out the Print command, Word paginates the document and processes each page for printing. The number of the page that is currently being processed and sent to the printer is displayed in the lower-left corner of the window.

Copies Indicates the number of copies you want to print. Word prints all of the copies of a page, then prints all of the copies of the next page, and so on. The copies are not collated.

Pages (Page Range) Controls which pages in the document will be printed.

All	Prints all pages in the document.
From: To:	Prints the range of pages you specify in the text boxes.

Enter numbers as Arabic numerals (1, 2, 3, etc.), even if the page number format for your document is different; Word applies the correct page number format when printing.

If you want to print from a certain page to the end of the document, leave the To box empty.

To print a single page, type the same number in both the From and To boxes.

If your document has more than one section and you want to specify a range of pages for separately numbered sections, enter the beginning and ending section numbers in the Section Range From and To text boxes. For example, if you want to print from page 3 of section 2 through page 15 of section 4, type *3* and *15* in the Pages From and To boxes, respectively, and type *2* and *4* in the Section Range From and To boxes, respectively.

Paper Source (Feed) Indicates the kind of paper feed you want to use.

Automatic (Paper Cassette)	The printer feeds pages automatically, using continuous form paper or a sheet feeder.
Hand (Manual) Feed	You insert separate sheets of paper by hand (for example, letterhead paper or envelopes). Word will pause printing after each page so that you can insert the next sheet of paper. Word will continue printing when you click the Continue button.

Section Range Controls which sections of the document will be printed. This option works in conjunction with the Pages (Page Range) option. Specify the beginning and ending page numbers that you want printed in the Pages (Page Range) From and To boxes, or click All if you want all of the pages of a section to be printed. Then type the number of the section(s) you want printed in the Section Range From and To boxes. If you specified page numbers in the Pages (Page Range) From and To boxes, type the number of the section containing the beginning page number in the Section Range From box and type the number of the section containing the ending page number in the Section Range To box.

For example, if you want to print from page 3 of section 2 through page 15 of section 4, type *3* and *15* in the Pages From and To boxes, respectively, and type *2* and *4* in the Section Range From and To boxes, respectively.

If you leave the Section Range From and To boxes blank, and Restart at 1 under Page Number in the Section dialog box is turned on, Word will print section 1 pages only.

Print Selection Only Causes Word to print the current selection. Click All in the Pages (Page Range) option to print all of the selected text. To print only certain pages of the selection, specify the page range and, if necessary, the section range.

Print Hidden Text Prints text formatted as hidden text, even if the Preferences option Show Hidden Text is turned off.

Print Next File Prints the file specified in the Next File option in the Document dialog box. This option is available only if a Next File has been specified in the Document dialog box.

Additional ImageWriter Options

Quality Specifies quality and speed of printing. See the ImageWriter manual for more information on using the different print quality options.

Best	Prints at highest quality, but at slower speed.
Faster	Prints at standard quality and speed.
Draft	Does not print character and paragraph formatting; fastest speed.

Additional LaserWriter Options

Cover Page Prints a cover page to identify your document. You can select whether you want the cover page to print first or to print last (after the rest of the document pages have printed). This cover sheet includes information such as the document title, the date and the time the document was printed, user name, and printer name.

Print Back To Front Prints your document from last page to first page. Your document takes longer to print with this option turned on, but your document pages will be stacked in the right sequence in the paper tray if your printer outputs the pages print side up.

For information on	See
Printing more than one file (long documents)	Document Command Long Documents
Previewing pages	Page Layout Print Preview Command Page View Command
Using hidden text	Hidden Text
Printing special symbols or mathematical formulas	Formulas
Using PostScript commands with Word	PostScript
Installing a printer	*Getting Started with Microsoft Word*
Choosing a printer	Printing Documents Chooser Command

Print Merge Command

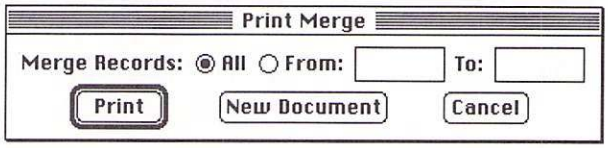
On the File menu.

The Print Merge command prints individualized versions of a form document, for instance, a form letter.

To print form documents, you create a main document and a data document. The main document contains text that is the same in each version of the final document, for example, the text of a letter, along with fields and instructions. The data document contains information that is unique in each version of the final document, for example,

the names and addresses of recipients. The two documents are combined using the Print Merge command. (For instructions on how to create main documents and data documents, see "Form Letters.")

When you choose Print Merge the main document must be the current document. The data document need not be open. However, the main document and the data document should be on the same disk and in the same folder. If they are not, Word will ask you to locate the data document.



Merge Records Specifies the records for which you want to print form documents.

All	Prints a form document for each record in your data document.
From: To:	Specifies a range of records for which you want form documents. Use record sequence numbers; for example, to start at the second record in the data document, type *2*.

Print Displays the Print dialog box. Prints form documents after you choose the appropriate options.

New Document Opens a new document containing merged versions of the form letters. Word puts all form letters in one document called Form Letters. You can preview, edit, print, or save this document. To delete the document, close the window without saving.

Print Merge Instructions

You can use the following instructions in the main document: DATA, ASK, IF, INCLUDE, NEXT, and SET.

In this section, bold, lowercase words are general categories of text or information; you will replace these with your own prompts, fields, and so on. Instructions are shown in capital letters; you can use lowercase letters if you prefer.

NOTE Surround each instruction with « and ». Press Option-\ (backslash) to get «, and press Option-Shift-\ (backslash) to get », or insert the default print merge entry in Word's Standard Glossary.

The DATA instruction must precede all field references and should be the first instruction in the main document.

«ASK field=?»

Prompts you for the contents of the field before printing each form document.

«ASK field=?prompt»

Sets your own prompt to ask you for the contents of the field before printing each form document.

«DATA data document»
«DATA header document,data document»

Names the data document that you want to combine with the main document. You can use a "header" document name in addition to the data document name in the DATA instruction. Separate the names of the header and data documents with a comma.

You use a header document when you have multiple data documents that are used for different mailings. A header document contains a header record: a list of field names followed by a paragraph mark. You can use a single header document with each of the different address files. Or you can use a header document if you have a large data document that you use for many different sorts of mailings. You can use different header documents, but the same data document, for each mailing. (For more information, see "Form Letters.")

«IF field=data»text...«ENDIF»

Specifies a condition under which the text you specify will be printed, if the information in the data document matches the condition. «ENDIF» marks the end of the conditional statement.

You can use the following comparison operators instead of the equal sign to specify a condition:

Use	To see if the text in the field is
=	Equal to the text to match
>	Greater than the text to match
>= (or =>)	Greater than or equal to the text to match
<	Less than the text to match
<= (or =<)	Less than or equal to the text to match
< >	Not equal to the text to match

«IF field=data»text...«ELSE»text...«ENDIF»

Specifies that the test data should match the contents of this field. If this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction.

You can use the comparison operators listed in the previous instruction instead of an equal sign to specify a condition.

«INCLUDE document name»

Inserts the text of the document named in the instruction into the main document at the location of the INCLUDE instruction.

A document named in an INCLUDE instruction may contain INCLUDE instructions itself. This is called nesting. You can nest INCLUDE instructions in a chain of up to 55 documents, depending on the number of other documents you have open when using the Print Merge command.

You can also use INCLUDE in documents that are not form documents.

You do not need to use a DATA instruction to use INCLUDE.

«NEXT»

Goes immediately to the next data record instead of waiting until the next copy is printed. This is useful for mailing lists when you want to print your data as a list in one document instead of merging the data into a form letter.

«SET field=data»

Sets a field equal to data that does not vary from copy to copy. Word uses that information for all forms.

«SET field=?»

Prompts you for data to print in a series of form letters.

«SET field=?prompt»

Sets your own prompt to remind you to type the data for a series of form letters you want to print.

The following table lists the messages that are displayed if there is an error in your print merge document. If the print merge process stops due to an error and there is enough available memory, Word returns to the document in which the error was detected and selects the instruction which caused the error.

Message	Cause
An INCLUDE file cannot INCLUDE itself.	A file merged with an INCLUDE statement cannot contain an INCLUDE statement to include itself.
Data record too long.	There are more fields in the current data record than in the header record.
Document *filename* is too complex to include; merge terminated.	The INCLUDE file named is too large to be included in the merged document.
ENDIF or ELSE without IF.	An ELSE or an ENDIF instruction before finding an IF instruction.
Field name may not be a reserved word.	Names of merge instructions such as DATA, SET, and IF cannot be used as field names.
Field name redefined.	A field in an ASK instruction also appeared in the header of the data document.
Field name too long.	The maximum number of characters in a field name is 254.
INCLUDE files are nested too deeply.	A maximum of 55 INCLUDE files can be nested.
Merge quotes are nested too deeply.	You can nest merge quotes (« and ») only one level deep.
Missing comma in data record.	There are fewer fields in the current data record than in the header record.
Missing ENDIF.	You have an IF or an IF/ELSE instruction without a matching ENDIF instruction.
Not a valid integer for comparison.	Arguments in an IF instruction must be specified as integers if they are numbers or enclosed in quotation marks if they are text.
Not a valid operator.	Valid operators are: =, <, >, =<, =>, <=, >=, or < >.
SET name is also the name of a DATA field.	The field name in a SET instruction also appears in the header of the data document.

(continued)

Message	Cause
Text inside merge quotes is too long.	The text between two merge quotes (« and ») exceeds the maximum 254 characters.
The text replacing this argument is too long.	The maximum number of characters in text replacing an argument in an IF instruction is 254.
There cannot be a SET or ASK before DATA.	A DATA statement in your main document must precede all SET and ASK statements.
Too many data fields.	The maximum number of data fields is 127. This includes fields added from data documents, ASK, and SET instructions.
Unknown field name.	A field name is used in the main document that does not correspond to a field in the data document.
Unmatched right merge quote.	There is a right merge quote (») without a preceding left merge quote.

For information on	See
Creating form letters	Form Letters
Printing mailing lists	Mailing Labels
Printing documents	Print Command Printing Documents

Print Preview Command

On the File menu.

With the Print Preview command, you can see your document as it will look when printed and adjust certain features of the page layout. All page elements that appear within the printable area of the page are visible in print preview.

Unlike Page View, Print Preview displays an entire page or two pages side by side, at a reduced size. Also, you cannot edit and format the document as you can in page view.

If you specified a gutter margin or turned on the Mirror Even/Odd Margins or Even/Odd Header option in the Document dialog box, Word displays facing pages with odd-numbered pages on the right and even-numbered pages on the left. Pages scroll two at a time, as though you are turning pages of a book. If you did not select any option for a facing-page layout, adjacent pages are displayed side by side regardless of the odd or even page numbering. When you scroll to the next page, the right-hand page shifts to the left, and the next page is displayed at the right.

You can use the icons on the left side of the window to insert page numbers, choose between one-page and two-page display, print, and change the positions of the following elements:

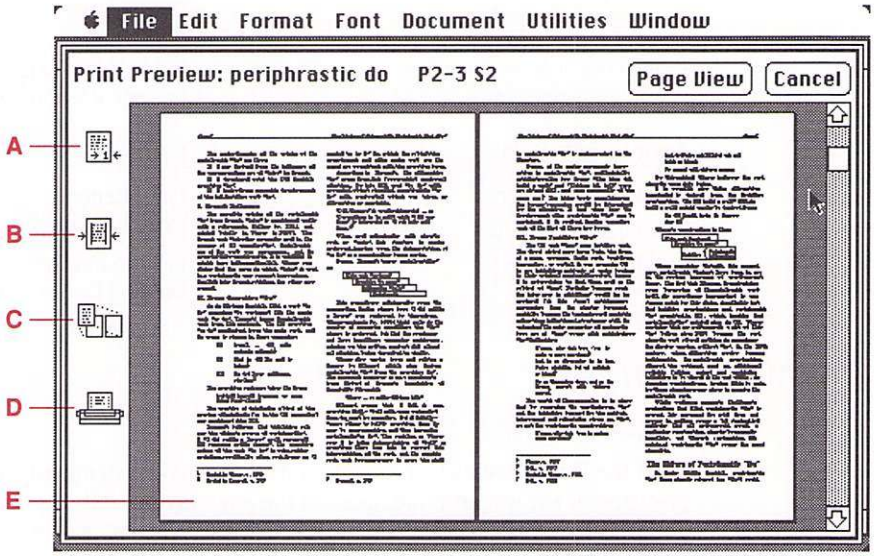
- Page numbers
- Margins
- Page breaks

- Headers or footers
- Text and graphics assigned to a fixed position

Although footnotes are displayed, you cannot directly move them. However, if you change the bottom margin or a page break so that a footnote reference mark is moved to or from the current page, the corresponding footnote also is moved.

Word saves any changes you make in print preview. Settings you change in print preview also are reflected in the corresponding commands. For example, if you move the margins, Word updates the Margins settings in the Document dialog box.

You can scroll through the document by clicking the up and down arrows in the vertical scroll bar and with the direction keys on the keypad. Clicking the up arrow or pressing 8 on the keypad scrolls to the previous page or set of pages. Clicking the down arrow or pressing 2 on the keypad scrolls to the next page or set of pages.



A *Page number icon*
B *Margins icon*
C *One-page/two-page display icon*
D *Printer icon*
E *If you are using a facing-pages option, Word displays the odd-numbered pages on the right and even-numbered pages on the left.*

Page number icon Inserts an automatic page number on the page. Clicking the icon changes the pointer shape to a numeral 1. You can drag the page number to any position on the page. As you drag the page number, Word displays the current location of the pointer at the top of the window. Double-clicking the icon automatically positions the page number at the upper-right corner of the page. If you are using a facing-pages option, Word positions the page number in the upper-left corner of even-numbered pages and in the upper-right corner of odd-numbered pages. You can adjust the position of the page number by typing measurements in

the From Top and From Right boxes of the Section dialog box. You also can click the margins icon and drag the number.

Margins icon Displays document margins, page breaks, and boundary lines around page numbers, headers, footers, and paragraphs that you positioned in a fixed location on the page. You can drag the items to a different location. As you drag an item, the current position of the pointer is displayed at the top of the window. The position is measured from the edges of the page, in the units of measure currently selected in the Preferences dialog box. When you release the mouse button after dragging a page break, Word repaginates and immediately redraws the page. If you change margins or the position of any other item, Word updates the pagination and the display when you click the margins icon or click outside the page.

One-page/two-page display icon Alternates between the display of one page or two side-by-side pages. The icon changes, depending on whether one or two pages are currently displayed. If you change the display, Word remembers your choice and uses that display the next time you choose Print Preview.

Printer icon Displays the Print dialog box. You can type numbers in the From and To boxes to print a range of pages or leave the boxes blank to print the whole document.

Page View button Switches to page view. Click the Page View button to get a closer view of the current page. If two-page display is active, the left-hand page is displayed in page view. You also can switch to page view by double-clicking the page you want to view. Not all of the page is visible in page view, but you can choose editing and formatting commands.

Cancel button Returns to the view (galley, page, or outline) you were using before you chose Print Preview. All changes that you make in print preview are saved. You also can exit from print preview by pressing Command-. (period) or Command-W.

For information on	See
Changing the page layout using Print Preview	Page Layout
Differences between print preview and page view	Page View
Positioning paragraphs in a fixed location	Paragraphs Page Layout
Printing ranges of pages	Printing Documents
Page numbers	Numbering Pages

Printing Documents

With Word you have the flexibility and power to print very high-quality documents and to see what they'll look like before you print.

Before you print:

- Install the printer as described in *Getting Started with Microsoft Word.*
- If you have more than one printer, select the one you want to use with the Chooser command on the Apple menu.
- Specify paper size and orientation (Page Setup command).

- Specify the document format, such as the margin measurements, with the Document command on the Format menu. If your document will be bound double-sided and you want to add extra space on the inside margin for binding, specify a gutter measurement. You also can turn on the Even/Odd Headers option in the Document dialog box and create different headers and footers for even and odd pages.
- Use Print Preview to check your margins and page layout formats: positions of page numbers, page breaks, headers or footers, and footnotes.
- When you're all set to print, choose Print and specify the desired print options, such as number of copies, paper feed, and pages to be printed.

You may not need to change all or any of these settings. Word has default print settings that are satisfactory for many documents.

Selecting or changing printers

If you have one printer, you need to select a printer only once.

If you have multiple printers, you can change back and forth easily with Chooser. However, you should select the printer you will use before you paginate or lay out pages for the document because the appearance of characters and position of line breaks and page breaks may change if you change printers. For example, the print width of characters printed on the ImageWriter is narrower than the print width of characters printed on the LaserWriter. Therefore, characters that lined up to the correct tab stops when the ImageWriter was chosen may not line up correctly when the LaserWriter is chosen.

To print to a different printer, you must have the printing resources (printer driver) for that printer installed in the System Folder of the startup disk and the printer must be connected to the Macintosh. For instructions on installing a printer, see *Getting Started with Microsoft Word* and your printer manual. The printing resources for the most commonly used printers are included on the Microsoft Word disks.

To select or change printers:

1. Choose Chooser from the Apple menu.
2. Activate AppleTalk if your printer is connected to the Macintosh with an AppleTalk cable.
3. Click the icon for your printer.
4. Click the port (printer or modem) your printer is attached to or select the name of the printer from the list box.

WARNING Set the port to modem only if there is a printer attached to the modem port. Do not set the port to modem if you have a hard disk drive attached to the modem port. If you select the modem port and it is connected to a hard disk drive, the hard disk might be erased.

5. Close the Chooser dialog box.
6. Choose Page Setup from the File menu for each document that you open with the new printer selected and make sure that the correct options are selected.

Checking page layout

Word reads the printing resource file for the printer you chose and adjusts the screen to conform to the printer. For this reason, characters may look slightly different if you choose a different printer. Word also uses the page layout options you've selected with the Page Setup, Section, and Document commands to determine the layout of the text on the screen and in the printed document.

The easiest way to check page layout is to use the Print Preview command. When you choose Print Preview, Word paginates the document and displays it on the screen either one or two pages at a time. You can change the positions of margins, headers and footers, and page breaks in Print Preview.

You can see footnote positions, line numbers, and spacing in Print Preview, but you cannot change these elements. Use Page View (on the Document menu) to reposition or edit footnotes, footer or header text, or body text. Use the Section command on the Format menu to reposition line numbers.

Adjusting inside and outside margins for double-sided pages (Full Menus)

If you turn on Mirror Even/Odd Margins in the Document dialog box, you can adjust the inside and outside margins. The inside margin is the left margin on odd-numbered pages and the right margin on even-numbered pages. The outside margin is the right margin on odd-numbered pages and the left margin on even-numbered pages. The Inside and Outside margin options can be used to position the text area so that facing pages mirror each other when the document is printed on both sides of the paper.

If you want to add extra margin space on the inside margin for binding double-sided documents, specify a gutter measurement. The gutter measurement is always added to the left margin of odd-numbered pages and the right margin of even-numbered pages, whether or not Mirror Even/Odd Margins is turned on. (For single-sided binding, increase only the Left margin measurement.)

You also can turn on the Even/Odd Headers option in the Document dialog box if you want to create a separate header or footer for even-numbered and odd-numbered pages.

To format a document for double-sided printing and binding:

1. Choose Document from the Format menu.
2. Turn on the Mirror Even/Odd Margins option and type measurements for the inside and outside margins.
3. Optionally, type a gutter measurement to widen the inside margins to allow for binding.
4. Turn on Even/Odd Headers.
5. Click OK to apply the changes and close the Document dialog box.
6. Enter separate headers or footers using the Open Even Header/Footer and Open Odd Header/Footer commands on the Document menu.
7. Choose Print Preview from the File menu to check the page layout and see how the margins affect pagination.
8. Click the margins icon and adjust the page breaks, if necessary.

You also can adjust the margins by dragging them to new locations using the black boxes at the ends of the margin lines. Or, if you want to adjust the margins more precisely than you can with Print Preview, return to the Document command on the Format menu to specify new measurements.

Preparing and printing linked documents (Full Menus)

There are options in the Document dialog box for linking a series of documents so that line numbers, page numbers, and automatic footnote numbers print sequentially.

1. Choose Document from the Format menu.
2. Type the number at which you want to start the numbering for this document in the Number Pages From, Number Lines From, and Footnotes Number From boxes.

   If you want Word to consecutively number all of the pages in a series of documents, type *0* (zero) in the Number Pages From box for all of the documents except the first one.
3. Click Next File, select the name of the document you want Word to print following this one and then click Open. If the document you want isn't listed, use the available Open dialog box buttons to display the files listed in other folders or on other disks.
4. When you want to print the series of documents, open the first document.
5. Choose Print from the File menu.
6. Make sure the Print Next File option is turned on.
7. Specify any other print options you want and click OK to begin printing.

Printing

1. Make sure that the correct printer is chosen with the Chooser command on the Apple menu.
2. Choose Page Setup from the File menu and make sure the correct Page Setup options are selected.

   Paper size choices may vary from printer to printer; check your printer manual to see which sizes you can select in Page Setup.
3. Check the page layout and page breaks in the document by choosing the Print Preview command. If necessary, adjust the page breaks or margins. You can also change other page layout settings using the Document and Section commands.

   If you change options with the Document or Section commands, pagination may be affected. You may want to use Print Preview to review the document layout again before printing.
4. Choose Print from the File menu.

NOTE To print a glossary or a style sheet, select the Glossary command or Define Styles command first, and then choose Print. To print the outline of a document, display the document in outline view before choosing the Print command. To print a part of the document without printing the entire page, select the text you want printed before choosing the Print command and then turn on Print Selection Only in the Print dialog box.

5. Specify the desired printing options.

   The available options vary depending upon which printer you selected and the version of the printing resources you have installed. See your printer manual for descriptions of the options available for your printer.

   Word saves the print options (except Page Range and Copies) for the file so you only have to specify the print options once. The print options you select then are used as the default option settings for new files.

6. Click OK.

   Word repaginates the document and processes each page for printing. The page that is currently being processed and sent to the printer is displayed in the lower-left corner of the window.

You also can print a Word document from the Finder by selecting a document and choosing Print from the File menu.

Using a LaserWriter

To set up Word for the LaserWriter, you will need to install the LaserWriter printing resources, add the LaserWriter screen fonts to the startup System, and then choose LaserWriter in Chooser.

Installing the LaserWriter printing resources

Installation of the LaserWriter printing resources is explained in your printer manual, where you'll find detailed installation steps. A summary of the installation steps is provided here for your reference.

1. Open the Installer program (provided with your LaserWriter).
2. Make sure that the startup disk (containing the System and Finder) you will be using with Word is installed and is the selected disk.
3. Select the LaserWriter printing resource from the list box. If you want to print on both a LaserWriter and an ImageWriter, select both the LaserWriter and ImageWriter in the list box.
4. Click Install to install the printer on the selected disk.

Installing LaserWriter screen fonts

The LaserWriter comes with a number of fonts built in. Your documents will look best when printed using LaserWriter fonts. In order to select a built-in LaserWriter font, you must install at least one size of screen font for the built-in LaserWriter font in your Macintosh System.

Some of the LaserWriter screen fonts are automatically installed when you install the LaserWriter printing resources. You can determine which screen fonts are installed by choosing the Character command from Word's Format menu and clicking the Font text box. All screen fonts installed in your System will be listed under the Font option. You may want to install more fonts or sizes if the ones you want to use are not installed.

Word can display and print any of the LaserWriter fonts from 4 to 127 points even if the specified size of the screen font is not installed. However, installed screen fonts will appear smoother and will be easier to read on the screen. But screen fonts take up disk space and you may need to remove seldom-used fonts or font sizes to make room for other files on your System disk.

If you select a LaserWriter screen font size that is not installed, the LaserWriter will still use its resident, or built-in font for printing. So all sizes of a LaserWriter font will print in the same quality, whether or not the specified size of the screen font is installed. You also can print ImageWriter fonts, but these fonts will appear jagged when printed and will take longer to print.

To install additional LaserWriter screen fonts, use the Font/DA Mover. See your Macintosh manual for instructions on using the Font/DA Mover utility. The LaserWriter screen fonts were shipped on disk with your LaserWriter. To add the fonts to the Word startup System:

1. Open the Font/DA Mover.
2. Make sure the Font option is selected. The fonts in the current System file will be listed.
3. Open the LaserWriter font file or another System file containing the fonts you want to add to your Word startup System.
4. Open the System on the startup disk you will be using with Word, if necessary.
5. Select the fonts you want to copy.
6. Click the Copy button.

   The fonts you selected are copied to the startup System.
7. Click Quit.

Using LaserWriter fonts

For best results in printing with Word, select one of the LaserWriter fonts that appears in the Character dialog box. If you are printing a document containing non-LaserWriter fonts, you can tell the LaserWriter to automatically substitute a LaserWriter font. Select Font Substitution in the Page Setup dialog box; the LaserWriter will substitute the following LaserWriter fonts when the document is printed:

- Times replaces New York and other serif fonts.
- Helvetica replaces Geneva.
- Courier, a non-proportional font, replaces Monaco.

You also can use the Symbol font to display and print scientific, mathematical, and Greek symbols.

Changing from non-LaserWriter fonts (Full Menus)

When your document contains non-LaserWriter fonts, such as New York, which is Word's default font, you can change those fonts to a LaserWriter font. If you want to change all the text in your document to a LaserWriter font, select the whole document, then choose the LaserWriter font from the Font menu or the Character dialog box.

You also can change the document's font by changing the fonts used in styles applied to the document. If you have not applied any styles, all paragraphs will have the style "Normal." To change the font for all of the Normal style paragraphs, choose Define Styles from the Format menu, select Normal from the list, select a LaserWriter font from the Font menu or the Character dialog box and click Define. Then click Cancel to close the dialog box. If you have applied more than one style in the document, you may need to change the font for other styles besides the Normal style in order to change the font for the entire document.

Choosing the LaserWriter

1. Choose Chooser from the Apple menu.
2. Make sure AppleTalk is active.
3. Click the LaserWriter icon.
4. Select the name of the LaserWriter you want to use from the list box.
5. Close the Chooser dialog box.

For information on	See
Designing document pages	Page Layout
Setting margins	Margins Document Command
Creating a manuscript from a series of documents	Long Documents
Installing a printer	*Getting Started with Microsoft Word*
Specifying and changing fonts	Fonts

Quit Command

On the File menu.

The Quit command ends a Word session and returns you to the Finder. If you have made changes to a document without saving, Word displays a message asking, "Save changes to [filename]?"

Word asks whether you want to save changes in each unsaved document. If the document is untitled, Word presents the Save As dialog box.

Word saves the contents of the Clipboard when you quit, whether you save your document or not. If the Clipboard contains a significant amount of information when you quit, Word displays the message "Save large Clipboard?" If you want to use the Clipboard contents in another program after you quit, click Yes.

If you have unsaved changes to the glossary or to a spelling dictionary, Word displays a dialog box asking if you want to save these changes.

Word automatically saves the changes you made in the Preferences command and any default settings you specified in the Document, Define Styles and Section commands in a Word Settings (4) file which is stored in the System folder.

Quitting Word

1. Choose Quit from the File menu.
2. If you have made changes in a document, glossary, style sheet, or spelling dictionary and have not saved the new version, click Yes or No in response to the prompt.

For information on	See
Saving documents, glossaries, dictionaries	Save/Save As Commands Saving a Document
Different ways of starting Word	Starting Word

Redo Command

See "Undo/Redo Command."

Renumber Command

On the Utilities menu (Full menus only).

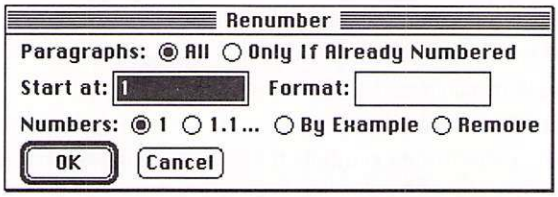
The Renumber command numbers or updates the numbers of selected paragraphs, up to nine levels. If there is no selection, Word renumbers the entire document. Word inserts the number and a tab mark or space at the beginning of the paragraph. You can number paragraphs using Arabic numerals, Roman numerals, uppercase and lowercase letters, or a combination of these. If a paragraph begins with a space, a tab, or hidden text, Word places the number before it.

You can choose simple numbering, such as 1 through 10 with no subordinate levels, or more complex numbering with subordinate levels for outline or legal-style numbering. Word recognizes levels used in numbering by using the levels defined with the Outlining command or by looking at paragraph indentation.

The Renumber command gives you the option of showing only one number, or "component," for each level or of listing more than one component: the number for that level plus all its superior numbers.

Renumber options work together to determine the type and format of numbering. See the table under "Sample Formats," later in this topic, for examples.

NOTE Numbering or renumbering a long document can use a lot of memory. Choose Save before and after choosing Renumber to free memory.



Paragraphs Specifies the paragraphs you want Word to renumber.

All	Numbers all paragraphs in a selection. If a paragraph already has a number, the new number replaces it. Word does not number empty paragraphs — those that contain a paragraph mark but no text. In outline view, Word numbers only the expanded headings.
Only If Already Numbered	Renumbers only paragraphs that are already numbered in a selection. The new number replaces the existing one. Paragraphs without numbers are ignored.

Start At Specifies the starting number for the first paragraph in the selection. If the selection is not numbered, Word proposes 1. If the selection is already numbered, Word proposes the existing number of the first paragraph in the selection. You can type an alternative.

All components for the first number in the selection are shown in the Start At box. Word lists the number for each superior level, separated by periods. To change the number of components, type numbers separated by periods; this change applies only to the current level. For level one you can specify as many components as you like, but for subsequent levels the maximum you can specify is the number of components at the first level plus the current level. For example, if level one has two components, level two can have no more than three components, and level three can have no more than four components.

If the first number in the selection has more than one component, Word proposes the same number of components. To have a specific number as part of the level's component number, type the number.

If you want to use a letter in your numbering scheme, specify the number corresponding to that letter of the alphabet. For example, if you want the number at this level to be "M.1," type *13.1* (M being the thirteenth letter of the alphabet) in the Start At box. You use the Format box to format the number as a letter.

Format Specifies the numbering format for the number in the Start At box by using the format symbol and separator characters. If you leave the Format box blank, Word uses Arabic numerals separated by periods for all levels. If your selection is already numbered, Word proposes the format of the first number in the selection and chooses the By Example button in the dialog box.

You can specify the numbering format for each component or level. To assign the format, type a letter or number representing the format for each component.

To specify	Type this format symbol
Arabic numerals	*1*
Uppercase Roman numerals	*I*
Uppercase letters	*A*
Lowercase Roman numerals	*i*
Lowercase letters	*a*

You separate the format symbols for the different components with separator characters. The separator character you type appears in your document. The default separator character is a period; you can also use any of the following characters.

, (comma)	: (colon)
- (hyphen)	( ) (left or right parenthesis)
/ (slash)	{ } (left or right brace)
; (semicolon)	[ ] (left or right bracket)

You can have only one separator character between format symbols.

If you have already defined a format for numbers, Renumber does not reformat them unless you change the format. You can also specify subordinate levels in Format that will be used when additional levels are encountered.

Numbers These options control the numbering scheme:

1	Shows you one number for each level — for example:
	1
	2
	  1
	  1
	  2
	  1

1.1...	Shows all numbers in the sequence for each level — for example:
	1
	2
	  2.1
	  2.1.1
	  2.1.2
	  2.1.2.1

By Example	Uses 1 or 1.1 numbering scheme, based on the number shown in the first paragraph at each level.
Remove	Removes all numbers and tabs in the selection. Start At and Format are dimmed if you click this option.

NOTE To separate the number from the text with a space instead of a tab, you can insert a space after the entry in the Format box of the Renumber command. This does not affect previously numbered paragraphs.

Sample Formats

The following examples show how the Start At box and Format box operate together.

To get	Type in Start At box	Type in Format box
1.0	*1.0*	*1.1*
A-1	*1.1*	*A-1*
C-12.a	*3.12.1*	*A-1.a*
V-12.a*	*5.12.1*	*I-1.a*
II.B.2.viii	*2.2.2.8*	*I.A.1.i*
(8)	*8*	*(1)*

* Roman numeral V

NOTE If the format starts with a separator, every number starts with that separator. The same is true for ending characters.

These examples affect the number format starting with the components for the level shown in the first paragraph of the selection. Any unformatted subordinate levels are formatted as Arabic.

If you previously used Renumber to format a subordinate level, that level retains its format. For example, if you choose Renumber and format third-level paragraphs, and then select all paragraph levels and choose Renumber again, the format you previously assigned to third-level paragraphs remains the same.

For information on	See
Numbering procedures, or more examples	Numbering Paragraphs

Repaginate Now Command

On the Document menu.

Word has both a background repagination feature and an immediate repagination feature. Word's background repagination feature paginates your document when you are not typing text or selecting commands. You can turn on the background repagination option by choosing the Preferences command from the Edit menu.

You can use the Repaginate Now command to immediately recalculate page breaks in your document.

If background repagination is turned off, you can use the Repaginate Now command to update your page breaks after you've added, deleted, or edited text. If background repagination is turned on, you can use this command to ensure that the entire document is repaginated.

When you print your document or compile an Index or Table of Contents, Word automatically repaginates your document regardless of the background repagination setting. If you choose Page View or Print Preview, Word automatically repaginates your document up to the current page — the page being displayed.

When calculating page breaks, Word takes into account the manual page breaks you enter using Shift-Enter.

Long documents may take several minutes to repaginate the first time; subsequent repaginations are usually faster. If you do not have background repagination turned on, you can press Command-. (period) to cancel a repagination in progress. Word cancels the repagination and retains the page breaks already changed.

When repaginating, make sure you turn off the Show Hidden Text option in the Preferences dialog box for any hidden text you don't want included in the pagination.

When Word first repaginates, it uses information from the current printer and System file to calculate paragraph sizes and page breaks. To save time on subsequent repaginations, Word does not recalculate the paragraph sizes for text you have not changed. However, there are rare situations in which you will want Word to recalculate this information. For example, if your document has overlapped text or page breaks that do not appear accurate when viewed in page view or print preview or when printed, then do a full repagination. To have Word perform a full repagination, hold down the Shift key and choose the Full Repaginate Now command from the Document menu.

For information on	See
Pagination	Page Layout
Hidden text	Hidden Text Preferences Command
Background repagination	Preferences Command

Ruler

The ruler is a horizontal scale at the top of a document window. It is divided into inches or other units of measure you choose with the Preferences command. The ruler displays:

- Icons identifying paragraph formats, such as line spacing and tab settings, of the selected paragraph(s). You can click the icons to change the paragraph formatting.
- Current styles (Full menus).
- Text margins.
- Indents.

Using the ruler, you can:

- Insert tab stops.
- Insert vertical lines at specific locations.
- Select the kind of tab you want — left aligned, centered, right aligned, or decimal.
- Indent paragraphs from the left and right margins.

- Select the paragraph alignment you want — flush left, centered, flush right, or justified. Text aligns in relation to the left and right indents.
- Specify line spacing: single spacing, one-and-a-half spacing, or double spacing.
- Insert or remove space between paragraphs.
- Create styles (Full menus).
- Apply styles (Full menus).
- Redefine styles (Full menus).
- Change document margins, space between columns in a section, and column width in tables.
- In Short menus, click the normal paragraph icon at the far right of the outline icon bar to reset paragraphs to the Normal paragraph style.

For information on	See
Parts of the ruler	Show Ruler/Hide Ruler Command
Setting and using tabs	Tabs Tables
Indenting text	Indenting Paragraphs
Aligning paragraphs	Aligning Paragraphs
Specifying line spacing	Line Spacing
Specifying paragraph spacing	Paragraphs
Changing units of measure	Preferences Command
Applying styles from the ruler	Show Ruler/Hide Ruler Command Styles: Formatting the Easy Way

Save Command
Save As Command

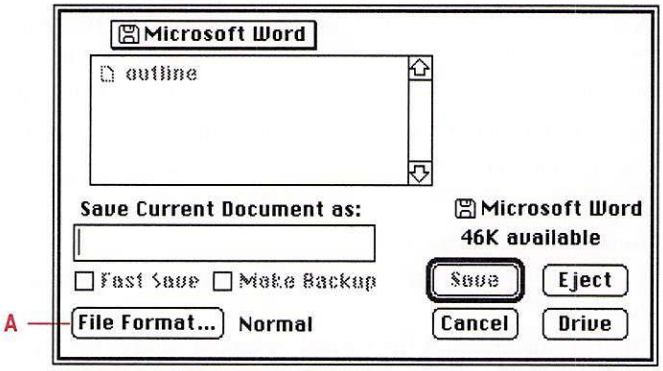
On the File menu.

The Save command saves the current document on the disk from which it was opened. A dialog box or message appears if the file was opened for read only or if it is untitled. If you choose Save to save an unnamed document, Word displays the Save As dialog box so that you can name the document.

Word remembers the document window's size and position and the current selection.

When you open the document again, Word restores the window position and size. You can restore the selection by using the Go Back command on the Utilities menu.

Because Word version 4 measures and spaces text with greater accuracy, line, column, and page breaks may vary slightly in documents saved with previous versions of Word.



A *Available only if you are working with Full menus*

Disk or Folder Name Shows the current disk or folder name above the list box.

List Box Shows you all files and folders on the current disk. You can scroll the list and select a folder to save to, but you cannot select any of the documents.

Save Current Document as Allows you to type in a name for the document. The name can be any combination of letters, numbers, and symbols except the colon (:). If the document already has a name, Word proposes it. If you type a name that is the same as that of another document on the disk, Word asks if you want to replace the existing document when you click Save. If you want to keep different versions of a document, you can continue to edit it and save it under a new name for each version.

Disk Name Shows you the name of the current disk (or volume on a hard disk).

***XXX*K available** Shows you the amount of free space available on the current disk.

Fast Save (default for normal files) Saves a document much more quickly than usual. However, with this option checked, your documents consume more memory, so Word occasionally performs a normal save to consolidate accumulated changes. Make Backup is not available when Fast Save is turned on.

To have Word perform a full, normal save each time you choose the Save command, you can turn off the Fast Save Enabled option, available through the Commands command. With this option off, the Fast Save option in the Save As dialog box remains dimmed. To turn the Fast Save Enabled option on and off, select Fast Save Enabled from the list in the Commands dialog box, and then click the Do button. With Fast Save Enabled on (the default) Word saves a document using the Fast Save option when possible. In this case, each time you want a normal save, you must choose Save As and turn the Fast Save option off.

Make Backup Saves a backup copy of the document you are saving under the name "Backup of *document name*." The backup will not contain editing changes made since you last saved. Word can also make backup copies of glossary documents. Turning on Make Backup turns off the Fast Save option if it was on.

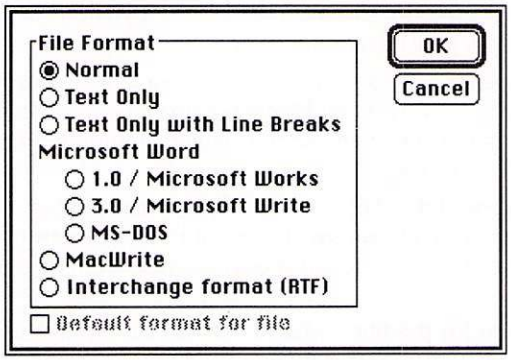
Eject Ejects the disk from the disk drive so that you can insert another disk to save on.

Drive Lists the documents on the disk in another disk drive or another volume on a hard disk. This button is available only if you have more than one disk drive or volume on a hard disk.

Save Saves the document named in the Save Current Document As box. After a document is saved, it remains on the screen.

File Format button (Full Menus)

Displays a list of file format options.



Normal Standard Microsoft Word format.

Text Only Saves a document as an ASCII file without saving the document's formatting. Paragraph marks, end-of-line marks, section marks, and page break marks are all saved as ASCII return characters. Optional hyphens are saved as regular hyphens. If you don't include line breaks with an unformatted Word document, lines that are normally ended by wordwrap will be combined and saved as very long individual lines.

Text Only with Line Breaks Saves a document as an ASCII file without formatting, but adds ASCII return characters at the end of each line.

You must use this option to prepare document files for other programs (such as communication programs) that require ASCII format files and lines of a certain maximum length.

Paragraph marks, end-of-line marks, section marks, and page break marks are all saved as ASCII return characters. Optional hyphens are saved as regular hyphens.

Microsoft Word 1.0/Microsoft Works Saves your document so that comparable character and paragraph formatting can be interpreted by Microsoft Word 1.0 and Microsoft Works version 1.0. Because of differences in the programs, some features may not be transferable, including tables, absolute positioning, outlining levels, styles, color, and hidden text format. To save documents for use with Microsoft Works version 2.0, select the Interchange format (RTF) option.

Microsoft Word 3.0/Microsoft Write Saves your document so that comparable character and paragraph formatting can be interpreted by Microsoft Word 3.0 and Microsoft Write. Because of differences in the programs, some features may not be transferable, including tables, absolute positioning, and color.

Microsoft Word MS-DOS® Saves your document so that comparable character and paragraph formatting can be interpreted by Microsoft Word for MS-DOS version 4.0 or earlier. To save documents for use with Microsoft Word for the PC version 5.0, select the Interchange format (RTF) option. Because of differences in the programs, some features may not be transferable, including outlining levels, styles, and tables.

This option also converts your documents to the exact binary file format Microsoft Word for IBM Personal Computers and compatibles uses. If you will be using a file transfer or communications program to transfer your MS-DOS files to a Macintosh, disable all translation options. For example, if you normally use an option to translate carriage returns, disable that option. If you do not disable the translation options, errors may be introduced into the binary files.

MacWrite Saves your document so that comparable character and paragraph formatting can be interpreted by MacWrite. Because of differences in the programs, some features may not be transferable, including outlining levels, styles, tables, color, and hidden text format.

Interchange Format (RTF) Interchange format, or Rich Text Format (RTF), is a Microsoft word processing document format. This format encodes Word formatting in plain ASCII codes to allow easy interpretation by other programs that read this format.

Default format for the file Makes the selected format the default for the current document during the current work session. Any subsequent saves automatically save in the selected (default) format until you change the format. When you close the document and save it, the document is saved in the RTF file format, if that was the selected format, or in the selected Word format (Word 1.0, Word 3.0, or Word MS-DOS). Otherwise, the document is saved in the format appropriate for the version of Microsoft Word you are using. You can get a copy of the RTF file format by writing to:

Microsoft Corporation
RTF/Applications
16011 NE 36th Way
Box 97017
Redmond, WA 98073-9717

Saving a Document

Whether you're creating a new document or changing an old one, you need to save it on the disk so that you can add to it or print it later.

It is a good idea to save changes to your document often, especially if you are moving or copying text to the document from another program or another document. If you see the "Disk Full" message when you save, it means there isn't enough room on the disk for your document. For information about hardware requirements and system configuration, see "What You Need" and "Preparing to Use Word" in *Getting Started with Microsoft Word.*

Word has two commands for saving documents: Save As for saving new documents and Save for saving changes to a document.

You can also use the Save As command to take advantage of the options Word makes available for saving. Save As options make it easy to:

- Save only changes made to the document (fast save).
- Make a backup copy.
- Save an unformatted (text-only) version of a document.
- Save an unformatted document with line breaks.

- Save documents in a variety of file formats.
- Rename a document.
- Save a copy of a document on a different disk.
- Save changes to glossaries and dictionaries.

Saving a new document

1. Choose Save As from the File menu.
2. Type the document name in the Save Current Document As text box.
3. Click the Save button.

Saving an existing document

When you save a new version of a document that you've already saved, the new version is saved using the Save As options you last specified and replaces the old version on the disk.

- Choose Save from the File menu.

Saving a glossary (Full Menus)

1. Choose Glossary from the Edit menu.
2. Choose Save As from the File menu.
3. Type a name in the Save Glossary As text box.
4. Click the Save button.

Saving a dictionary

1. Choose Spelling from the Utilities menu.
2. Click the name of the user dictionary you want to save.
3. Choose Save As from the File menu.
4. Type a dictionary name in the Save Current Dictionary As text box.
5. Click the Save button.

Saving an ASCII version of a document (Full Menus)

You can make unformatted text-only versions of documents for transferring to other programs or for telecommunication.

1. Choose Save As from the File menu.
2. If you haven't already named the document, type the document name in the Save Current Document As text box.
3. Click the File Format button.

   A list of file formats appears.
4. Click Text Only.

   If you are telecommunicating or using a program that requires short lines, click Text Only with Line Breaks.

5. Click OK.
6. Click the Save button.

Saving with other document formats (Full Menus)

1. Choose Save As from the File menu.
2. If you haven't already named the document, type the document name in the Save Current Document As text box.
3. Click the File Format button.

   A list of file formats appears.
4. Click the desired format.
5. Click OK.
6. Click the Save button.

Making multiple versions of a document

You can also use Save As for creating multiple versions of a document. Just type a new document name each time you save.

1. Choose Save As from the File menu.
2. Type a new name for the document.
3. Click the Save button.

For information on	See
Making a fast save or saving a backup copy	Save Command Save As Command

Scrolling

In Word, you scroll with the mouse the same way you scroll in any Macintosh window that has scroll bars:

To scroll	Do this
Down one line	Click the down scroll arrow.
Up one line	Click the up scroll arrow.
Down one screen	Click the scroll bar below the scroll box.
Up one screen	Click the scroll bar above the scroll box.
To a place in the document	Drag the scroll box to the appropriate position in the scroll bar.

NOTE In page view, additional techniques are offered for moving through your document. For more information, see "Page View Command."

You can also scroll while selecting text. Use the mouse to start selecting in the usual way, and drag the mouse pointer to the upper or lower window border. As the mouse pointer contacts the border, the text scrolls up if you drag to the top border and down if you drag to the bottom border. This type of scrolling makes it easy to select text beyond the edge of the screen.

As you scroll through the document, the lower-left corner of the screen shows the page number for the text in the window. If the page number is dimmed, it means that the document has been edited or formatted since the last time you printed or repaginated, and that page breaks now may be different. To make the page numbers reflect the changes in the document, you can choose the Repaginate Now command from the Document menu or turn on Background Repagination in the Preferences dialog box.

You can also scroll the window horizontally. This is important if your text area is wider than 6 inches, or if you are using a negative indent at the left margin.

Use the mouse in the horizontal scroll bar the same way you use it in the vertical scroll bar: click the scroll arrows or scroll bar, or drag the scroll box. Clicking the scroll arrows scrolls a small amount. Clicking the scroll bar scrolls a larger amount.

The ruler scale starts at 0 (zero) at the left margin. However, you can have text in the left margin; that is, to the left of 0 (zero) on the ruler. Normally, horizontal scrolling does not travel to the left of the left margin.

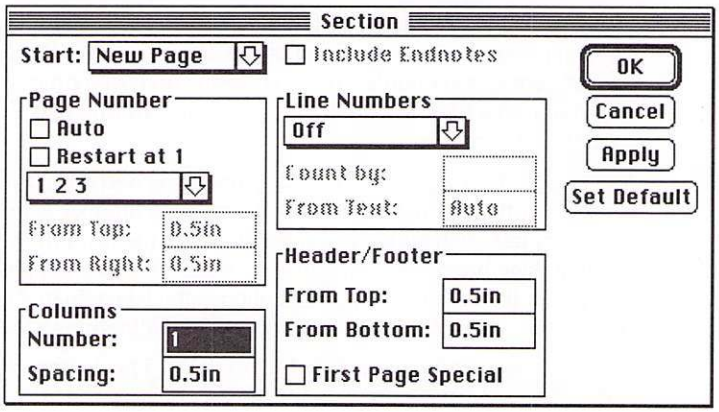
To scroll to the left of the left margin, that is, to the left of 0 on the ruler (Full menus only): hold down Shift and click the left horizontal scroll arrow. The ruler helps you see where you are in relation to the left margin (0 on the ruler).

For information on	See
Using keys to move the insertion point in your document	Keyboard
The ruler	Ruler Show Ruler/Hide Ruler Command
Moving through a document in page view	Page View Command

Section Command

On the Format menu (Full menus only).

The Section command allows you to control many elements of page layout in one dialog box. Use the Section command to format pages for separate sections of the document and to review the current section settings. If your document has only one section, the current section settings apply to the entire document.



Start Controls how and where a section starts.

New Page	Starts the section on a new page.
New Column	Starts the section in a new column. The previous and new sections must have the same number of columns. If they do not, the section starts on a new page.
No Break	Starts the section on the same page as the end of the previous section. This option allows you to mix the number of columns on a page. For example, you can have one default-width column in the top half of a page, start a two-column section at the midpoint, then return to one column. If the previous section has multiple columns, Word adjusts all columns to be the same length, ending at the same line. This is often called column balancing. If you turned on the Include Endnotes option for the previous section, any footnotes are included before the new section starts.
Even Page	Starts the section on the next even-numbered page. If the previous section ends on an even-numbered page, Word inserts a blank page before the new section starts so that the new section will begin on an even-numbered page.
Odd Page	Starts the section on the next odd-numbered page. If the previous section ends on an odd-numbered page, Word inserts a blank page before the new section starts so that the new section will begin on an odd-numbered page.

Page Number Controls page number position and format. The page number format options also are applied to page numbers embedded in headers or footers, and to page numbers placed in Print Preview.

Auto	Adds page numbers automatically.
Restart at 1	Restarts page numbers at page 1 in this section.
1 2 3	Specifies Arabic numerals for page numbers.
I II III	Specifies uppercase Roman numerals for page numbers.
i ii iii	Specifies lowercase Roman numerals for page numbers.

A B C	Specifies uppercase letters for page numbers.
a b c	Specifies lowercase letters for page numbers.
From Top	Specifies the distance from the top of the page to the top of automatic page numbers.
From Right	Specifies the distance from the right edge of the page to the position where the automatic page number will align flush left. If you turned on the Mirror Even/Odd Margins option in the Document command dialog box, numbers on left-hand pages are positioned from the left edge of the page and are flush right at the specified position.

Columns Controls column layout on the page.

Number	Specifies how many columns you want on the page.
Spacing	Specifies the distance between columns.

Include Endnotes Includes footnotes at the end of the section.

If the End of Section option in the Footnotes Position box of the Document command is turned on, the Include Endnotes option in the Section command is automatically turned on. If you turn off Include Endnotes, Word includes footnotes from this section at the end of the next section that has Include Endnotes turned on.

Line Numbers Controls line numbering in printed documents. Prints line numbers to the left of your text. Line numbers do not show on the screen; they are printed when you print the document, or when you use Print Preview to look at the finished document.

Off	This is Word's default setting for line numbers.
By Page	Starts line numbering at 1 on each page.
By Section	Starts line numbering at 1 for the current section.
Continuous	Continues line numbering in order from the previous section, or starts at 1 if the current section is the only one in the document. Blank lines created by pressing Return or Enter are numbered, but blank lines created with spacing options in the Paragraph command are not. Lines in footnotes and tables are not numbered.
Count by	Prints line numbers at specified intervals (for example, every fifth line or every tenth line) instead of at each line. This option is dimmed if Off is selected.
From Text	Specifies the distance between the left margin and the rightmost digit of the line number. The preset distance is 0.25 inch for single columns and 0.13 inch for multiple columns. This option is dimmed if Off is selected.

Line numbering begins with the number specified in the Document dialog box. When you restart line numbering for a page or section, the new page or section always begins with 1 and, thus, overrides the value specified in the Document dialog box.

Header/Footer Controls header or footer position.

From Top	Specifies the distance from the top of the page to the top of the header.
From Bottom	Specifies the distance from the bottom of the page to the bottom of the footer.
First Page Special	Gives you the option of turning off the header and footer for the first page of the section or creating a different header and footer for the first page. Also prevents a page number from printing on the first page. When you turn on this option, Word adds the Open First Header and Open First Footer commands to the Document menu.

Cancel Closes the dialog box, ignoring any changes you may have made but not applied.

Apply Applies the section format(s) you've chosen to the current section, without closing the dialog box.

Set Default Changes the default for new documents from Word's preset default settings to the settings currently chosen in the dialog box.

For information on	See
Numbering lines	Numbering Lines
Previewing pages for printing	Print Preview Command Page View Command Page Layout
Page margins	Margins Page Setup Command
Footnotes	Footnotes
Multiple columns	Columns
Changing default settings	Default Settings
Adding or removing sections	Sections
Adding headers or footers	Headers and Footers

Sections

A section is part of a document in which the page layout settings are different from those in other parts of the document. Dividing your document into sections is useful when you want to include one or more different page layouts within the same document. For example, you might vary the following page layout settings for individual sections of one document:

- Page number format
- Position of page numbers, headers, and footers
- Location of footnotes
- Line numbering
- Number of columns

If the page layout is the same throughout, your document will have only one section. In that case, section options apply to the entire document.

You create sections in your document by adding section marks. A section mark affects the text that is between the section mark and the preceding section mark. You can select a section mark and copy it to another location to duplicate page layout settings. When you choose the Section command and assign new settings, the settings apply to the text preceding the selected section mark, or to the section containing the insertion point.

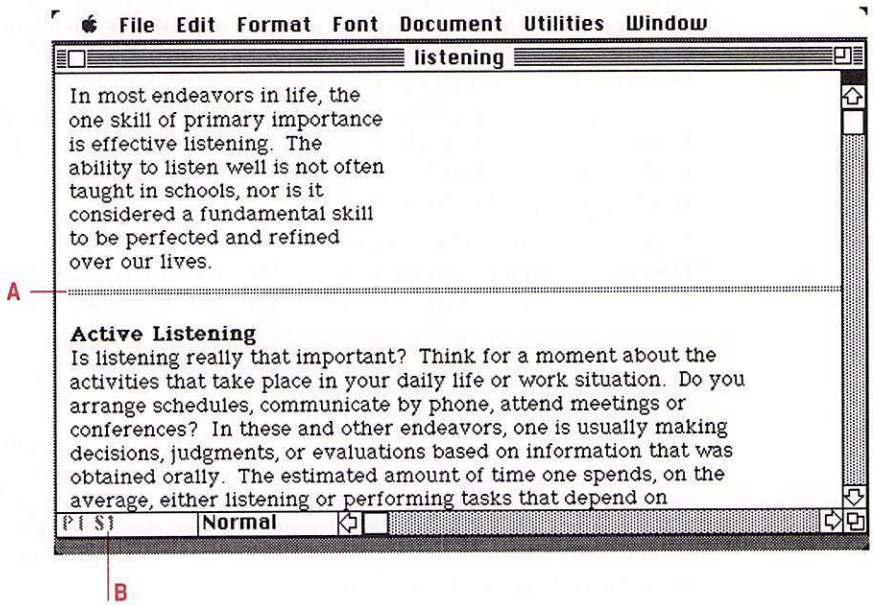
Section marks are displayed to help you in formatting. They do not take up any actual space in your document, nor are they printed. To see section marks in page view, turn on Show ¶.

Adding a section mark (Full Menus)

1. Position the insertion point where you want the section mark.
2. Press Command-Enter.

The section mark appears as a double dotted line.

New sections have the same settings as the previous section. Use the Section command from the Format menu to change section options. If you double-click the section mark, the Section dialog box is displayed.



A *Section mark*

B *Current section number shown here.*

Removing a section mark

1. Select the section mark by clicking in the selection bar.
2. Press Backspace or Delete.

For information on	See
Section options	Section Command
Laying out pages	Page Layout
Numbering lines or pages	Numbering Lines Numbering Pages
Multiple-column pages	Columns
Adding a header or footer	Headers and Footers
Controlling where footnotes print	Footnotes Document Command Section Command
Adding section formats to a menu	Menus

Selecting

Selecting is the process for designating areas of your document that you want to work on. Most editing and formatting actions require two steps: first you select what you want to work on, such as the text or graphic; then you initiate the appropriate action. For example, to delete a word, select the word, then choose the Cut command. The benefit of this select-then-act method is that any method of selecting can be combined with any action.

You can select text or graphics whenever the mouse pointer is an I-beam within the text area or a right-pointing arrow in the selection bar. The location of the selection bar differs depending on whether you are viewing your document in galley view or page view (For more information see "Galley View," "Page View Command," and "Windows".) In galley view, there is one selection bar next to the left window border. In page view, there is a selection bar for each text area such as individual columns, headers/footers, and positioned objects. Selecting within tables is slightly different and is covered later in this topic.

White space to the right of the ends of lines, to the left of the left indent, and between lines and paragraphs cannot be selected because it is not text. If you attempt to select in these areas, a selection will appear in the text nearest the mouse pointer.

Some white space in the document contains tab marks, spaces, or paragraph marks. To see these characters, choose Show ¶ from the Edit menu. You select these characters like any others.

Text you select appears highlighted. The appearance of highlighted text differs depending on your monitor. If you are using a black and white monitor or have color disabled, highlighted text appears as white characters on a black background. If you have a color monitor and have color enabled, highlighted text appears in the color that is set in the Control Panel. Selecting during the keyboard editing commands — Copy Text, Move Text, and Copy Formats — displays the selection as a dotted underline.

The appearance of a selected graphic depends on the method used to select it. If you click inside a graphic, Word displays a frame around the graphic with three boxes on the frame. You can use these boxes to size the graphic. See "Graphics" for more information on sizing graphics. If you drag across the graphic or click in the selection bar, Word highlights the graphic as though it were normal text. A graphic selected by dragging can't be sized, but can be cut, copied or moved.

After you make a selection, you can expand or contract its size. Whether the selection size expands or contracts depends on two factors: the starting location, called the anchor point, of the selection, and the direction from the anchor point in which the change is being made. A change that moves away from the anchor point extends (expands) the selection. A change that moves toward the anchor point contracts the selection up to the anchor point.

Selecting with the mouse replaces the previous selection except when you extend or contract the selection with the Shift-click method (see "Extending a selection" later in this topic). This effect makes it easy to correct a selection.

To select	Do this
Any amount of text	Drag over the text.
A character	Drag over it.
A graphic	Click inside it or drag over it.
A word and its trailing spaces	Double-click anywhere in the word.
A sentence and its trailing spaces	Hold down the Command key and click anywhere in the sentence.
A line	Click the selection bar to the left of the line.
A paragraph	Double-click in the selection bar next to the paragraph.
Entire document	Hold down the Command key and click in the selection bar.

NOTE To make selecting italic text easier, Word slants the I-beam to the right when you are selecting or dragging over italic text. To turn this effect off and on, choose Commands from the Edit menu, select Italic Cursor from the commands list, and then click the Do button.

Selecting a block of text

1. Click where you want the selection to start.
2. If necessary, scroll to the end of the text you want to select.
3. Hold down the Shift key and click on the last character you want to select.

Extending a selection

To extend a selection from any selection or insertion point:

1. Scroll to the end of the text you want to select.
2. Hold down the Shift key and click the last character you want to select.

   If you are extending a selection made by units (a character, word, line, sentence, or paragraph), Word extends the selection by that same unit. For example, select a word by double-clicking it. Next, scroll to the end of the text you want to select and Shift-click anywhere in the last word you want to select. Word extends the selection to include the entire word and its trailing spaces.

You also can drag to extend the selection by units of text (a character, word, line, sentence, or paragraph):

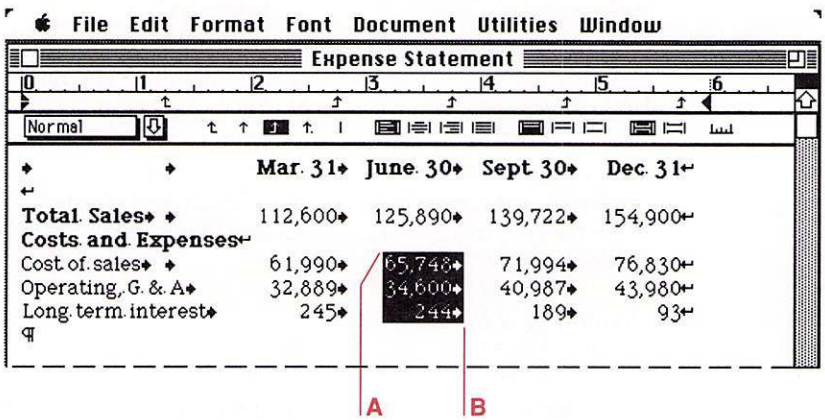
1. Select a unit of text, and continue holding down the mouse button.
2. Drag to the end of the text you want to select.

For example, select a word by double-clicking it, but hold down the mouse button after the second press (click-press and hold). Then drag the mouse pointer and the selection extends one word at a time. The selection ends with a whole word.

Selecting a column of text (Full Menus)

1. Hold down the Option key.
2. Drag across the column to form a rectangular highlight.

   If you are selecting a column created using tabs, be sure to include the trailing tab marks for each line so that when it is inserted elsewhere it maintains its proper alignment. To display tab marks, choose Show ¶ from the Edit menu.



A *Hold down the Option key and drag from here...*

B *...to here.*

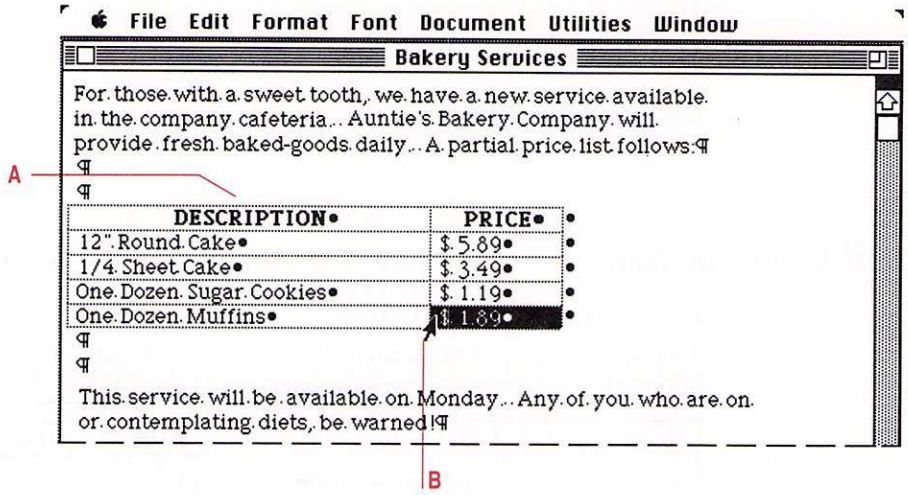
Unless text is set up in columns separated by tabs, characters do not always line up in straight columns on the screen because of their different widths. In this case, column selection may appear to cut across some characters. Characters at the edge of the selection rectangle are considered part of the selection if at least half the character is within the selection.

You also can select a column of text by locating the upper-left and lower-right corners of the area you want to select:

1. Click in the upper-left corner of the column you want to select.
2. Hold down Shift-Option.
3. Position the pointer in the lower-right corner of the column you want to select.
4. Click to select the column.

Selecting Within Tables

Selecting text within cells of a table is much the same as selecting text in a document. However, to simplify selecting cells, rows, and columns in a table, Word has special selection bars for tables. Each cell has its own selection bar that enables you to select the entire contents of the cell or entire rows. In addition, there is a column selection bar above the first row of the table that enables you to select entire columns.



A *Column selection bar.*

B *Cell selection bar. The mouse pointer becomes an arrow to indicate that you are in the cell selection bar.*

In a table, to select	Do this
Any amount of text within a cell	Drag over the text.
A character	Drag over it.
A word and its trailing spaces	Double-click anywhere in the word.
A sentence and its trailing spaces	Hold down the Command key and click anywhere in the sentence.
The entire contents of a cell	Click within the cell selection bar.
An entire row	Double-click within any cell's selection bar in the row you want to select.
An entire column	Click within the column selection bar or hold down the Option key and click anywhere in the column you want to select.
An entire table	Hold down the Option key and double-click anywhere in the table. If you have a table immediately following another table (with no separating paragraph mark) Word treats them as one and selects both.

When extending a selection within a table, the row or column initially selected becomes the anchor point. To extend the selection, hold down the Shift key and click the point where you want the selection to extend. It is possible to extend a selection outside a table. In this case, Word extends the selection to include the rows selected as well as the text selected outside the table.

NOTE You cannot use Option-drag to select columns of text within a table; that action selects the entire column.

For information on	See
Moving the insertion point and selecting with the keyboard; key combinations that affect the mouse	Keyboard
Scrolling	Scrolling

Send Mail Command

On the File menu (Full menus only).

You can use the Send Mail command only if your Macintosh is connected to a Microsoft Mail server and you are signed in to your mailbox. Microsoft Mail is an electronic mail program created by Microsoft. With Microsoft Mail, Macintosh users can easily exchange files and messages over an AppleTalk network.

You use the Send Mail command to send a Word document in the active window as a Microsoft Mail message. When you choose Send Mail, Word displays the Microsoft Mail directory, and you then select the recipients of the current message.

To send messages that are not Word documents, use the Microsoft Mail desk accessory on the Apple menu. For more information, see Appendix G, "Using Microsoft Mail in Word."

Shadow Command

On the Format menu.

The Shadow command displays selected characters in shadow format, or removes the shadow format if all of the characters are already shadowed. If you have multiple formats in your selection, Word uses the first character in the selection to determine whether to turn the shadow format on or off. For example, if the first character in the selection is in shadow format, Word turns off shadow format for the entire selection. This style prints best on the ImageWriter printer.

This text is in shadow format.

You can choose the Shadow command before typing so that the text you type at the insertion point is in shadow format.

For information on	See
Formatting characters	Character Command Character Formatting

Short Menus Command

See "Full Menus/Short Menus Command."

Show Clipboard Command

On the Window menu.

The Show Clipboard command displays the Clipboard window. The Clipboard window shows the text or graphic you most recently cut or copied. You can scroll to see the contents of the Clipboard but you cannot edit the contents.

For information on	See
Moving text or pictures with the Clipboard	Moving text Your Macintosh owner's guide

Show ¶ Command

See "Hide ¶/Show ¶ Command."

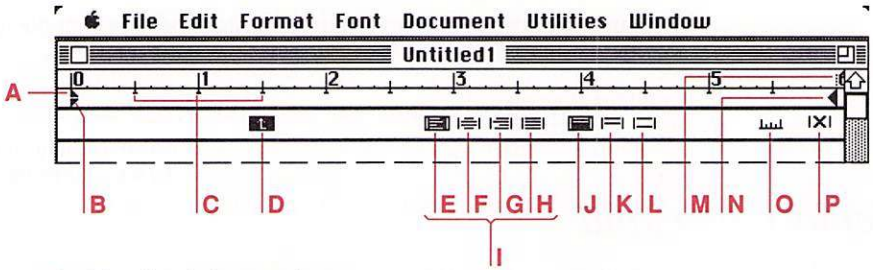
Show Ruler/Hide Ruler Command

On the Format menu.

The Show Ruler command displays the ruler in the current window. You can use the ruler to apply paragraph formats, to apply styles, and to set tab stops. Changes you make with the ruler apply only to the selected paragraph(s).

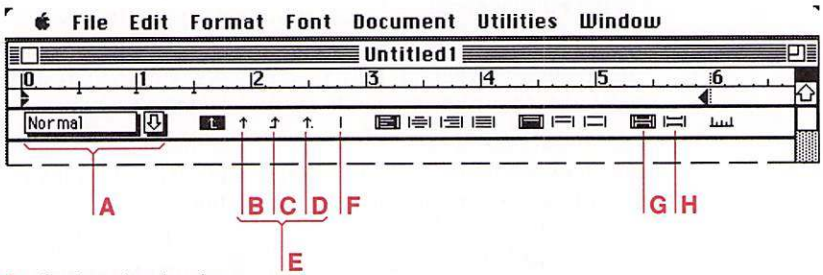
The appearance of the ruler varies depending on which ruler scale you are using and whether you are using Short or Full menus. The Short menus ruler contains icons to control the formatting you'll use most often.

If you want the ruler to be displayed automatically when you open a document, turn on the Open Documents with Ruler option, available through the Commands dialog box. With this option turned on, Word automatically displays the ruler when you open a window, including header and footer windows. To turn the option on and off, choose Commands from the Edit menu, select Open Documents with Ruler from the commands list, and then click the Do button.



A *First line indent marker*
B *Left indent marker*
C *Default tab stops*
D *Flush left tab stop icon*
E *Flush left*
F *Centered*
G *Flush right*
H *Justified*
I *Paragraph alignment icons*
J *Single space icon (automatic line spacing)*
K *One-and-a-half space icon*
L *Double space icon*
M *Right margin*
N *Right indent marker*
O *Scale icon*
P *Normal paragraph icon (Short menus only)*

In Full menus, you see additional icons:



A *Style selection box*
B *Centered*
C *Flush right*
D *Decimal*
E *Tab stop icons*
F *Vertical line icon*
G *Close paragraph space icon*
H *Open paragraph space icon*

The ruler also appears when you choose the Paragraph command from the Format menu. The ruler always reflects the formatting of the selected paragraphs. However, if the selection contains paragraphs with different formats, the ruler appears grayed.

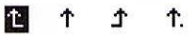
The ruler uses the unit of measure set by Preferences on the Edit menu. (The default is inches.) The vertical dotted line indicates the width of the available text area as determined by your margin settings. For example, if the page width is 8.5 inches, minus 1.25 inches for left and right margins, the remaining page area is 6 inches. In multiple-column selections, the dotted line indicates the right edge of the column.

The ruler displays default tab stops every half inch. You can change the default spacing in the Document dialog box.

Style selection box The style selection box displays the style applied to the selected paragraph(s) and enables you to apply existing styles, create styles based on selected paragraphs, and redefine styles. You can select styles by dragging the pointer to the desired style or by clicking in the style selection box and typing the name of the desired style. To apply a style to a selection, select the paragraph(s) to which you want to apply the style, and either type the style name in the style selection box or drag the pointer to the style name you want to apply. To create a style by example (based on your current selection), select the paragraph with the formatting for which you want to create a style and type the name of the new style in the style selection box. If you type a style name that doesn't exist, Word creates a style using the selected paragraph as a model.

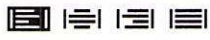
To redefine a style, select a paragraph formatted with the style you want to change, make the necessary formatting changes, and drag the pointer to select the style name you want to redefine. If you apply a style to a paragraph that already has that style, Word gives you the option of redefining the style of the existing paragraph, reapplying the current style, or canceling the operation entirely and retaining the original style. To change the style of a paragraph, select the paragraph and choose the new style name.

Indent markers The three triangular markers control the left, right, and first line indents. The top left triangle is the first line indent marker, and the bottom left triangle is the left indent marker. Dragging the left indent marker also moves the first line indent marker. You can move the left indent marker independently by holding down Shift and dragging the marker. You can drag the first line indent marker to the left of the left indent marker to set a negative, or "hanging," indent.

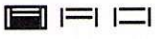


Tab stop icons Select and add the kind of tab alignment you want to use. In Full menus, Word displays flush left, centered, flush right, and decimal tab stop icons. In Short menus, Word displays only the flush left tab stop icon. You can set up to 50 tab stops in a paragraph.

Vertical line icon (Full menus only) Puts a vertical line through selected paragraphs at the position you choose. Use this option to draw vertical lines between columns in tabular text or forms.



Alignment icons Align the text of selected paragraphs flush left, centered, flush right, or justified between the indent markers.



Line spacing icons Set line spacing for the selected paragraphs. The choices are single spacing (automatic line spacing), one-and-a-half spacing (18 points), and double spacing (24 points).

Close and open space icons (Full menus only) The open space icon adds 12 points before the selected paragraphs. The close space icon removes open space before the selected paragraphs.

Scale icon Word displays three different scales from the ruler.

Normal	Normal scale shows the text column boundaries, tabs, and indents. In normal scale, the zero mark is at the left column boundary (text column, table column, or left boundary of a positioned object) for the paragraph containing the insertion point. Paragraph formatting icons are available only in this scale.
Page	Page scale shows text margins and the paper edge. In page scale, the zero mark is at the left edge of the page. Brackets ([ ]) show where the margins of the text will appear in relation to the paper on which it will be printed. You can move the brackets to change the margins for the whole document and change the column width and column spacing for the current section.
Table	Table scale is available only if you have a table selected or if the insertion point is inside a table. This view shows your table columns and column boundaries. You can drag the indent markers, brackets, and the column markers (which appear as Ts below the ruler scale) to adjust the width and spacing of the table columns.

Normal paragraph icon (Short menus only) Changes paragraphs to Normal style. Tab marks you typed in your text remain but move to align with the Normal (default) style's tab stops.

For information on	See
Formatting paragraphs; changing indents and tabs with the Paragraph command	Paragraph Command Paragraphs
Line spacing	Line Spacing
Aligning text	Aligning Paragraphs
Indenting text	Indenting Paragraphs
Tab stops; changing default tab stops	Tabs Tables
Changing ruler units of measure	Preferences Command
Applying styles from the ruler	Styles: Formatting the Easy Way
Changing margins	Margins
Changing column boundaries in multiple-column layouts	Columns

Sort Command

On the Utilities menu (Full menus only).

The Sort command sorts selected paragraphs, columns, or lines ending with the end-of-line mark. Word normally sorts in ascending order, from lowest to highest: 1–9 or A–Z using the first alphanumeric character in the paragraph. To sort in descending order, press the Shift key while you choose Sort with the mouse.

NOTE If you do not select text before choosing Sort, Word sorts all of the paragraphs in the document.

For information on	See
Sorting a table, a data document, or information from other programs; sort keys	Sorting
ASCII values Character codes and character sets	Appendix D, "The Macintosh Character Set"

Sorting

Sorting enables you to alphabetize selected lines or paragraphs, rearrange lines or paragraphs by number, or rearrange lines or paragraphs using a combination of letters and numbers. You can sort data documents for mail merge, or sort information you copy into Word from other programs such as Microsoft File or Microsoft Excel.

You also can use sorting to reorganize paragraphs, rows in tables, or lists without using the Copy and Paste commands to move them individually. Just number the items according to the order you'd like, and sort them.

To sort information, you select lines, paragraphs, rows, or column(s) and choose the Sort command from the Utilities menu (Full menus only). Word automatically sorts in ascending order when you choose the Sort command. You can sort in descending order by holding down the Shift key and choosing Sort Descending from the Utilities menu.

Sorting Order: How Word Sorts

When Word sorts, it looks at the leftmost text in the paragraph, line, row, or column selection and compares it with others in the selection. The paragraphs, lines, or rows of the selection are rearranged to appear in the appropriate order.

Word sorts in ASCII order. (ASCII stands for American Standard Code for Information Interchange and is a standard code developed to enable computers to exchange information.) This means that some punctuation codes are sorted before numbers and some after. Paragraphs and lines that begin with numbers are placed before those that begin with letters. The Macintosh character set shown in Appendix D is listed in ASCII order. Please note the following important differences between ASCII and Word's sorting order:

- When the selection contains the same letter in uppercase and lowercase, the uppercase letter precedes the lowercase letter.
- When the selection contains different uppercase and lowercase letters, they are sorted together.
- In numeric sorting, Word evaluates all digits in a sequence by their numeric value, rather than as a sequence of digits. For example, 2,764 comes before 27,256.
- If numeric values are the same, Word sorts the numbers as if they were characters. For example, 1.0 precedes 1.00. If the numeric characters are the same, but mixed with letters, the alphabetic portion determines the order of the sort. For example, 10a precedes 10b.
- Quotation marks, spaces, tabs, and diacritical marks (such as ^ and ~) are ignored.
- Word normally sorts international characters immediately after their unaccented equivalents. For example, é sorts immediately after e.

NOTE

The system software of some countries affects the sorting order.

Sorting text (Full Menus)

1. Select the text you want to sort.

   You can select paragraphs, lines, rows, or columns. For more information on selecting text, see "Selecting."

   If you do not make a selection, Word sorts the entire document. After sorting the document, Word selects it. Be sure to cancel the selection before you resume typing.

NOTE If your document contains tables and you sort the entire document, Word treats the table as one unit and positions the table within the document based on the contents of the first cell in the table. For more information on tables, see "Tables." To sort only the table, select the rows or a table column as described under "Sorting a table."

2. Choose Sort from the Utilities menu.

Word sorts the selected text in ascending order (1–9, A–Z). To sort in descending order, hold down Shift, and choose the Sort Descending command.

Sorting a table (Full Menus)

Word sorts tables by rows. You can choose to sort the rows based on the contents of the leftmost cell of each row or you can choose a specific column for Word to sort by.

To sort the rows based on the contents of the leftmost cell of each row, select the entire table or the rows you want to sort.

To sort the rows by the contents of a specific column, select the cells in the column by which you want Word to sort. Word rearranges the rows of the table based on the sorted order of the selected column. For example, to sort an inventory table by part number, you select the part number column, and Word sorts the part numbers and reorders the corresponding rows in the table.

To sort a table:

1. Select the column(s) you want to sort by.

   If you select more than one column, Word sorts first according to the leftmost column in the selection, then the next column in the selection, and so on.

2. Choose Sort from the Utilities menu.

Word rearranges the rows of the table by the ascending order of the values in the column. To sort in descending order, hold down Shift, and choose the Sort Descending command.

NOTE If you add borders to cells and then sort the cells, the borders stay with them. As a result, sorting a table may change the border configuration you specified earlier.

Sorting tabular text (Full Menus)

If you use normal text selection to select paragraphs or lines of tabular text, Word sorts the whole paragraph or line, based on the leftmost text. If you select a column within the tabular text (by holding down Option, and then dragging), Word rearranges the paragraphs or lines based on the sorted order of the selected column.

To sort paragraphs or lines of tabular text:

1. Select the column(s) you want to sort by.

   If you select more than one column, Word sorts first according to the leftmost column in the selection, then the next column in the selection, and so on.

2. Choose Sort from the Utilities menu.

Word rearranges the rows of the table by the ascending order of the values in the column. To sort in descending order, hold down Shift, and choose the Sort Descending command.

Reorganizing paragraphs of text (Full Menus)

You can sort paragraphs to reorganize them in a document without using the Cut and Paste commands to move them individually. This procedure is most useful when you want to reorganize text; that is, sort in an order other than alphabetic or numerical.

1. At the beginning of each paragraph, insert the number representing its new position in the series of paragraphs.

   For example, if you want to reorder a series of three paragraphs, type *1* as the first character of the paragraph you want to come first; type *2* and *3* similarly.

2. Select the paragraphs.

   To reorder the entire document, do not make a selection.

3. Choose Sort from the Utilities menu.

If you're assigning outline heading styles to paragraphs, you also can reorganize your document by moving the headings (and accompanying text) in outline view.

Sorting a data document or data from other programs (Full Menus)

If you sort tabular information, such as a data document, or information copied from another program such as Microsoft File or Microsoft Excel, remember that:

- If your fields are separated by commas, Word sorts the records by their first field.
- If your fields are separated by tabs, you can sort information as described in "Sorting tabular text," earlier in this topic.

Undoing a sort (Full Menus)

To restore text to its previous order, you choose the Undo command from the Edit menu. Undo reverses only your last editing or formatting action.

▶ Choose Undo from the Edit menu.

For information on	See
Selecting a column	Selecting
Creating and editing tables	Tables
Tabular text	Tabs

Spelling

The Spelling command checks the spelling of words in your document. This command also enables you to create and maintain customized "user" dictionaries.

Using the Spelling command you can check the spelling of a single word, a selection of text, or an entire document. Word automatically checks your document against the MS Dictionary, and any user dictionaries you specify. Legal, medical, and some foreign-language dictionaries, including the UK Dictionary with British English spellings, are available from Microsoft. To use a foreign-language dictionary, your Macintosh must have a hard disk or two 800K drives. To order, call Microsoft Customer Service at (800) 426-9400. Word displays any word not found in the open dictionaries so that you can change the word or add it to a user dictionary.

Word checks the spelling of visible text only. If you want Word to check the spelling of any text formatted as hidden, be sure you turn on the Show Hidden Text option under Preferences on the Edit menu. You can suspend the spelling check while Word is checking your document by pressing Command-. (period), or clicking the Cancel button. Then you can work on your dictionaries, continue the spelling check, or cancel the Spelling command by clicking the Cancel button again.

Word checks the entire document, including headers, footers, and footnotes.

Using Dictionaries

Word has a standard dictionary, called the MS Dictionary. This dictionary is protected, which means that you cannot add or delete entries.

You can create your own user dictionaries that contain words that you use frequently but that are not in the main dictionary. User dictionaries might contain specialized terms for your profession, acronyms, and names of people and companies you work with. The first time you choose Spelling, Word automatically creates a User 1 dictionary, which is listed in the Open Dictionaries box. Initially this dictionary is empty; it is listed here so that you can easily add entries to it.

When a user dictionary is open, Word checks words against it after checking the main dictionary. When you select a user dictionary, the Words list box in the Spelling dialog box displays its entries.

To speed spelling checks, do not keep more dictionaries open than you need at the moment.

Checking spelling

To check the spelling of your document:

1. Choose Spelling from the Utilities menu.

   Word initially searches for the MS Dictionary. If Word cannot find the MS Dictionary, it displays a dialog box prompting you to locate it. Next, Word checks the word containing the insertion point, or the word just after the insertion point. If text is selected, Word checks the first word in the selection. When a word is not in the dictionaries, Word displays it as an unknown word; see step 3.

2. Click the Start Check button to begin checking the document from the insertion point or from the beginning of a selection.

   Word displays any word it does not find in the dictionaries as Unknown Word.

3. To change the word, type a replacement in the Change To box and click the Change button.

   If you click the unknown word, Word copies it to the Change To box where you can edit it.

   To view a list of proposed spellings, click the Suggest button. Then select a proposed word and click the Change button. The proposed word replaces the unknown word in the document.

   To add the word to a user dictionary, select the dictionary and click the + (plus) button. To leave the word as it is and continue the spelling check, click the No Change button.

   To cancel the spelling check, click the Cancel button.

4. Upon reaching the end of the document, Word displays the message "Continue checking from beginning?" Click OK to go to the beginning and continue the spelling check or click Cancel to end.

If you want to interrupt the spelling check to edit your document or to move the insertion point, click in the document window. To resume the spelling check, choose Spelling and click the Continue Check button. To close the Spelling dialog box, click Cancel.

When Word has finished checking the spelling of your document, it displays the message, "End of document reached." Click OK to continue working on your document.

Creating a new dictionary

1. Choose Spelling from the Utilities menu.
2. Choose New from the File menu.

   Word creates a new dictionary, named User *x*.

3. Use the following procedure, "Adding or deleting dictionary words," to add words to the new dictionary.
4. To rename and save the dictionary, select the dictionary and choose Save As from the File menu.

Adding or deleting a dictionary word

Word often finds words during the spelling check that are valid words such as proper nouns, people's names, and company or product names. To keep Word from listing these words in future spelling checks, you can add them to a user dictionary when Word finds them.

1. Choose Spelling from the Utilities menu.
2. When Word lists a word in your document that you want to add to a dictionary, select a user dictionary from the Open Dictionaries list box.

   You can also type a word you want to add to a dictionary in the Change To box.

   To delete a word from a dictionary, you must select it in the Words list box or type it in the Change To box.

3. To add a word to the dictionary, click the + (plus) button in the dialog box.

   To delete a word from the dictionary, click the – (minus) button.

An easy way to add words to the dictionary is to create a new document that contains only the words you want to add to the dictionary, and then follow the procedure above.

To save changes to the dictionary, select the dictionary and choose Save from the File menu.

Opening a dictionary

Use this procedure to open user dictionaries in addition to User 1.

1. Choose Spelling from the Utilities menu.
2. Choose Open from the File menu.
3. Double-click the name of the dictionary you want to open.

Closing a dictionary

Closing unneeded dictionaries speeds spelling checks. To close a dictionary:

1. Choose Spelling from the Utilities menu.
2. Select the user dictionary to close from the Open Dictionaries list box.
3. Choose Close from the File menu.

Replacing the MS (U.S.) Dictionary with a foreign-language dictionary

Follow this procedure to use any foreign dictionary, including the UK Dictionary, as your main dictionary.

1. In the Finder, rename "MS Dictionary" on your copy of the Utilities disk or in your Word folder to "US Dictionary."
2. Copy the dictionary you want to use to the working copy of your Utilities disk or into your Word folder. Rename the dictionary to "MS Dictionary."

   To free disk space, you can remove the US Dictionary from your copy of the Utilities disk or from your Word folder.

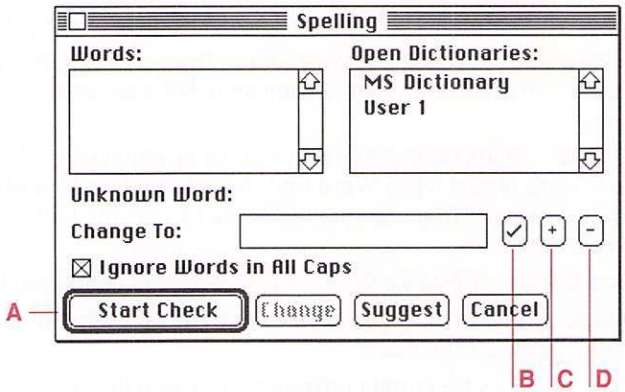
For information on	See
Spelling dialog box	Spelling Command

Spelling Command

On the Utilities menu.

The Spelling command checks the spelling of words in your document against Word's MS Dictionary or against dictionaries that you create and maintain using the Spelling command.

When you quit Word after using the Spelling command in a work session, Word stores the list of open dictionaries that you used in the current configuration file. When you next choose the Spelling command while using that configuration file, Word automatically opens all dictionaries in the list.



A *Becomes No Change button when first unknown word is found, or Continue Check after an interruption.*

B *Verifies spelling.*

C *Adds word to the selected dictionary.*

D *Removes word from the selected dictionary.*

Word checks the word immediately before the insertion point, or the entire selection. If there was an insertion point when you chose Spelling, you can then choose to continue or cancel. Word goes through the document searching for words that aren't in any of the open dictionaries. If there was a selection when you chose the Spelling command, Word checks only the selection. When Word finds an unknown word, it displays the word and offers you the option of changing the word, ignoring it, or adding it to or deleting it from a dictionary.

Words When you click the Suggest button, Word lists alternative spellings for the unknown word. If you select a word from the list, the word is displayed in the Change To box, where you can edit it if necessary.

If you select one of your dictionaries in the Open Dictionaries list box, Word displays the contents of the selected dictionary in this list box.

Open Dictionaries Lists the dictionaries that Word consults when it checks spelling. Word's MS Dictionary and User 1 are always opened automatically. Open additional dictionaries by choosing the Open command from the File menu while the Spelling dialog box is displayed.

To save changes to a user dictionary, select it and choose Save from the File menu. To close a dictionary, select it and choose Close from the File menu.

Unknown Word Displays a word that Word did not find in the open dictionaries. You can click the unknown word and Word copies it to the Change To box so that you can edit it.

Change To Type the correct spelling here, or type a word to add to or delete from a user dictionary.

Check (√) Verifies that the word you typed in the Change To box is spelled correctly. If the word is not in an open dictionary, it is displayed as an unknown word.

Plus (+) Adds the word in the Change To box to the last selected user dictionary, which is initially User 1.

Minus (–) Deletes the word in the Change To box from the selected user dictionary.

Ignore Words in All Caps Prevents Word from checking words in all capital letters. This option is useful if your document includes acronyms that you don't want checked.

Start Check Starts the spelling check at the insertion point. This button changes to the No Change button when Word finds an unknown word, and to the Continue Check button if you interrupt the spelling check by clicking in the document or clicking the Cancel button.

Continue Check Resumes the spelling check after an interruption.

No Change Ignores the unknown word for the remainder of the session and Word continues the spelling check.

Change Replaces the current unknown word with the text in the Change To box, and continues the spelling check. If the same unknown word is found again, and you replaced it during the first encounter, this same word is proposed in the Change To box and Change becomes the default button.

Suggest Displays a list of alternatives to the unknown word in the Words list box and proposes a word to replace the unknown word in the Change To box. You can accept or edit the proposal, or select a different alternative from those shown in the Words list box.

You can click the unknown word, and Word copies it to the Change To box where you can edit it.

NOTE To clear the list of words and their replacements compiled during a session using the Change and No Change buttons, hold down the Shift key while choosing Spelling.

Starting Word

You can start Word from the Finder in several different ways:

To	Do this
Start Word and display a new document	Double-click the Word program icon.
Start Word and open selected document(s)	Select one or more Word documents, and double-click one of them.
Start Word and see Help	Double-click the Word Help document.
Use Word with Multifinder	Start Multifinder and use any of the above methods to start Word.
Start Word with a specific set of defaults saved with the Commands command	Double-click the settings file.

When you start Word, it uses default settings for most operations. You can change the default settings that Word uses for the following commands by clicking the Set Default button from within their dialog boxes:

- Define Styles
- Document
- Section

Word remembers the changes you make to the default settings in these commands as well as changes you make to the following settings:

- Preferences
- Full menus, Short menus, and customized menus.
- Show ¶ or Hide ¶
- Location of the Help, MS Dictionary, and Hyphenation files.

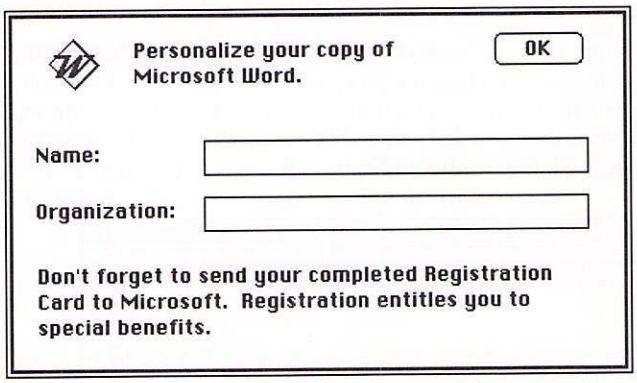
Word stores the changes you make to these settings in a file called Word Settings (4) or in the file you specify with the Commands command. If you remove the Word Settings (4) file and start Word by double-clicking the Word icon, Word returns to its original default settings. (For information on Word's default settings, see "Default Settings.")

Adding your name to the Word disk

The first time you start the Word program, you are asked to personalize the master Word Program disk. You should do this before creating any working copies.

1. Start Word.

   A dialog box is displayed.



2. Type your name in the Name box.
3. Click in the Organization box.
4. Type your company or department name (or any other information you'd like permanently recorded on the disk) in the Organization box.
5. Click OK.

Your master disk is permanently marked with your name. All copies you make also will be permanently marked with your name.

For information on	See
Default settings	Default Settings
Default styles	Styles: Formatting the Easy Way
Preferences	Preferences Command
Page setup	Page Setup Command
Document settings	Document Command
Section formats	Section Command Sections
Opening documents	Open Command
Customizing menus	Commands Command Menus

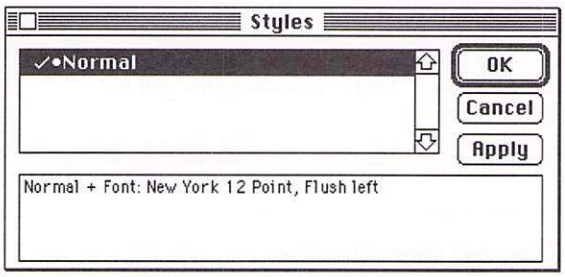
Styles Command

On the Format menu (Full menus only).

A style is a collection of paragraph and character formats that you apply to a paragraph with one command. You give each style a unique name. A list of styles used in a particular document is called a style sheet. Every document comes with a style sheet to which you can add your own styles. Creating styles for a document is like creating a design or blueprint for it. When you want to use a particular design again, you apply styles to the text, instead of having to apply all the formats individually.

The Styles command displays a list of all styles associated with your document and their formatting instructions. Use the Styles command to review your current styles or apply them to selected text. Use the Define Styles command when you want to add new styles, change style formatting, or change style names.

When you choose Styles, Word puts a checkmark next to the style name of the selected paragraph or the paragraph containing the insertion point and displays the formats for the first style in the selection. The Styles command normally lists only the styles you have defined and any automatic styles currently in effect. If you hold down Shift while you choose Styles, all automatic styles are also displayed.



List box Lists the names of the styles you've defined and automatic styles in alphabetical order. Automatic styles appear with bullets next to them.

Style description area Shows the formatting instructions for the selected style in the area below the list box.

Instructions consist of the name of the base style (often Normal) plus variations. Variations appear as the name of a format (Bold or Italic) or as a description of formats for other choices you select (Tab stops: 3 in Centered).

Word abbreviates lengthy style definitions. You can see formats for abbreviated definitions by reviewing the settings in the Character and Paragraph dialog boxes.

OK Applies the selected style to the text selection and closes the dialog box.

Cancel Closes the dialog box but does not discard any styles you have already applied.

Apply Applies the selected style to the selected text, leaving the dialog box open so that you can continue to select and apply styles. To close the dialog box, click OK or Cancel.

For information on	See
Defining and using styles	Define Styles Command Styles: Formatting the Easy Way
Applying styles from the ruler	Show Ruler/Hide Ruler Command Styles: Formatting the Easy Way

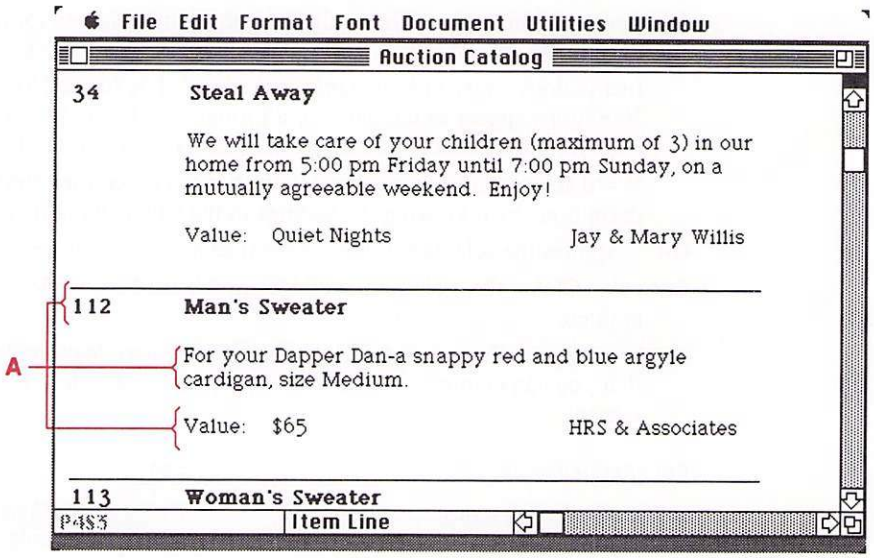
Styles: Formatting the Easy Way

A style is a collection of paragraph and character formats that you apply to a paragraph or paragraphs using a single command. For example, if you want all the body text of your document to be in 10-point Times italic with hanging indents, you can use the Define Styles command to collect all of these formats under a unique style name that you specify. You can create separate styles for each element in your document; for example, body text, titles, headings, addresses, and memo headers.

You can then choose that style name when you want to format another paragraph in the same way. Word applies all formats for that style to the selected paragraph(s) or to the paragraph containing the insertion point.

The advantages of using styles are as follows:

- Once you set up styles, it is quick and easy to format a document.
- You can keep formatting consistent in each type of document you produce by using a master style sheet for each document.
- You can make formatting changes throughout your entire document by changing the formatting instructions in a single style. (Any change you make to a style causes all paragraphs having that style to change also.)
- You can use the styles you create for one document in many other documents.



A *Each paragraph has a different style applied.*

Using a Style Sheet

A list of styles for a particular document is called a style sheet. Word automatically opens each document with a default style sheet. You view the default style sheet by using the style selection box on the ruler or the Styles or Define Styles commands. Initially the style sheet has one style, Normal, which Word automatically applies to all text you type. Styles that you create are added to the style sheet for the document.

You can modify Word's default style sheet so that every new document you create has your most frequently used styles. Word stores default styles in the Word Settings (4) file.

Understanding Parts of a Style

A style has two parts: a style name, and a set of formatting instructions consisting of character and paragraph formatting commands and ruler settings. Each style name must be unique.

Style names

The first step in creating a style is to name it. You'll find it helpful to choose a name that describes the part of the document you are formatting or a name that describes what the style does. For example, you could give the name "title" to a style composed of these formats: bold, 14-point Geneva, centered, with extra space below. These formats together cause the paragraph to look like a title.

All style names must be unique. If you try to name a style with a name you've already used, Word displays a message box in which you may click OK or Cancel. If you click OK, Word changes the original style definition to match the new style. If you click

Cancel, Word does not change the original style definition, and your text is left as it was before any style was applied.

You can give a style more than one name. You can choose to have a longer, descriptive name plus an abbreviation to use from the keyboard. For example, a style called "title" might also have "tl" as a shorter name. When you name the style, you type both of its names in the Style box, separating the names with a comma. (When using a system set up for a non-English language, separate names with a semicolon instead of a comma.) Word regards all these names as equivalents.

You can use any combination of characters in a style name except a comma (or semicolon for non-English languages), which you use to separate multiple names. The name of the style applied to a selected paragraph is displayed at the left end of the horizontal scroll bar and in the style selection box on the ruler.

Formatting instructions

A style's formatting instructions consist of character and paragraph formatting commands and ruler settings.

When you create a style, you assign formatting instructions to the style by any combination of these methods:

- Choosing commands from the Format and Font menus
- Changing settings on the ruler
- Typing keyboard formatting commands

Working with Styles

Word provides three ways to work with styles:

- The style selection box on the ruler creates new styles, modifies existing styles, and applies styles to text in a document. This is the easiest and fastest way to perform common operations with styles.
- The Styles command displays the formatting instructions of existing styles and applies those instructions to text in a document.
- The Define Styles command creates new styles and modifies existing styles.

When you create a new style, Word adds it to the style sheet. When you save your document, Word saves the style sheet as part of the document. You can create as many as 221 styles for each document.

When you apply a style, that style's formatting is applied to all text in a selected paragraph even if you've selected only a portion of the paragraph. You can apply a style to one selected paragraph or to many paragraphs.

When you apply a style to a paragraph, you can still change or add formats to that paragraph without affecting the definition of the style. Any additional formats you apply override the style's corresponding formats. An exception to this is a format that can be turned on and off; applying the format may turn it "off" if it was already applied. For example, if you select text to which a style has been applied and then choose Italic, the text will be italic in addition to any other formats that are part of the style's formatting instructions. However, if Italic is part of the style's formatting instructions, choosing Italic turns it off for this paragraph.

Automatic styles

Word has 33 predefined styles, called automatic styles. To see Word's automatic styles, hold down the Shift key while choosing the Styles command. These styles automatically format common document elements such as page and line numbers, footnote text and reference marks, table of contents or index entries, and headers and footers.

Word adds automatic styles to your document's style sheet only when you choose to use them, that is, when you add one of these elements to your document or if you create a style that uses an automatic style as its next or based-on style. For example, footnotes are a specific type of text that Word recognizes as needing specific formatting. When you create a footnote, Word applies the automatic style "footnote text" and adds it to your document's style sheet.

All automatic styles are initially based on Normal, so any changes you make to Normal will be reflected in the automatic styles. If you change the font used in Normal to Geneva, for example, the font change will be reflected in all automatic styles used in that document. All automatic style names are bulleted when they appear in the Define Styles or Styles list box.

You can modify automatic styles for only the current document or all new documents.

Defining Styles

The Define Styles command creates new styles and modifies existing ones. You can also use Define Styles to change Word's default styles and to create styles based on other styles.

You define a style by example or by choosing formatting options in Define Styles. You can also define a style by basing a new style on an existing style.

You define a style by example in one of three ways: by using the Define Styles command, by double-clicking the style name in the style selection box on the ruler, or by double-clicking the style name in the lower-left corner of the window.

Defining a new style by example (Full Menus)

You define a new style by example when you want to define a style with formats identical to those of the selected text. Defining a style from the ruler is one way and it's quick.

To define a new style from the ruler:

1. Select the paragraph with the formatting you want to define as a style.
2. Choose Show Ruler from the Format menu, if necessary.
3. Type a style name in the style selection box.
4. Press Return.

   A message box asks if you want to define the style based on the selection.
5. Click Define or Cancel.

Defining a new style with formatting commands (Full Menus)

1. Choose Define Styles from the Format menu.
2. Type a style name in the Style box.
3. Choose formatting commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add or remove formatting instructions.

   The commands, ruler settings, and dialog box options you choose appear below the Style box as additions to Normal, the "based-on" style, or the current formatting instructions.

   If you make a mistake, you can remove formatting instructions by choosing the command again (for character formatting) or by changing ruler settings or dialog box options to the settings you want.
4. Click Define, Apply, OK, or Cancel as shown in the following table.

To	Click
Define the new style	Define
Define the style and apply it to selected paragraphs	Apply
Define the style, apply it, and close the dialog box	OK
Retain a defined style but not apply the style to the selected text	Cancel

Basing a new style on another style (Full Menus)

You can create a style that is based on the formatting of a current style, plus or minus additional formatting. To do this, you include the name of another style, the based-on style, as part of your formatting instructions.

A change to the original style is reflected in the styles that are based on it. For example, you could create a style for comments to yourself, and call it Notes. You could base the style on Normal and then add italic and hidden character formatting. If you later make a change to the Normal style, that change is also made in paragraphs formatted with the Notes style.

To base a new style on another style, use Define Styles as follows:

1. Choose Define Styles from the Format menu.
2. Type the new style's name in the Style box.
3. Select the Based On list box and type in the name of the style you want the new style based on.

NOTE: Define the most common styles first, such as body text and header levels, and then define variations on those styles.

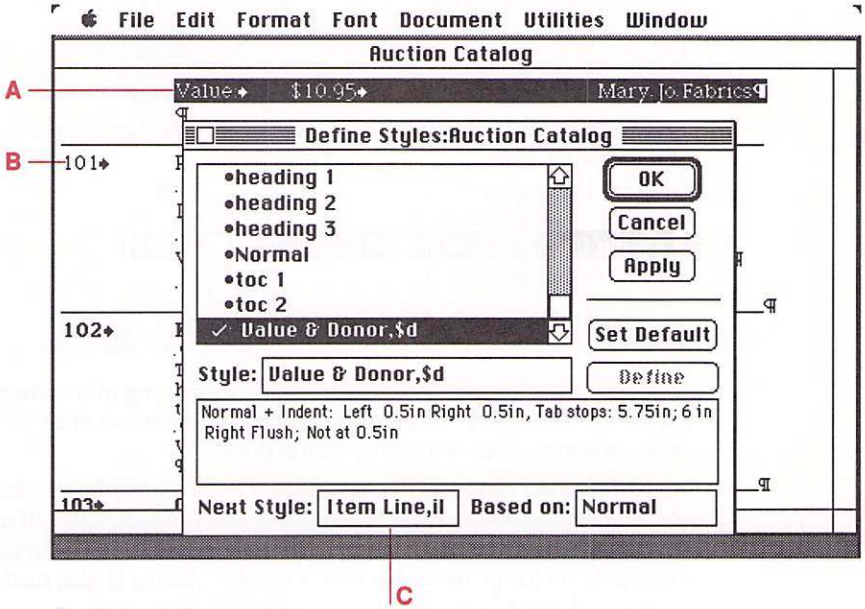
4. Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add or remove formatting instructions from the style.

5. Click Define to define the style, or click Apply to define the style and apply it to selected paragraphs.
6. Click OK to accept the new style and close the dialog box, or click Cancel to go back to your text, retaining the new style but not applying it.

If you delete a style that is the base for another style, the dependent style retains all its formatting, including the formatting received from the deleted style. The dependent style is then based on whatever the deleted style was based on, usually Normal.

Assigning a next style (Full Menus)

You may have certain types of paragraphs that have different styles but always follow each other. By using the Next Style option in the Define Styles dialog box, you can automatically change to another style when you press Return to start a new paragraph.



A *Value & Donor style*

B *Item Line style*

C *The Item Line style automatically follows the Value & Donor style when you start a new paragraph.*

Word proposes the current style as the next style, but you can assign another style.

To assign a next style:

1. Choose Define Styles from the Format menu.
2. Create a new style or select from the list box an existing style that you want to add a next style to.
3. Click in the Next Style box to select it.

4. Type the name of an existing style.
5. Click Define or OK.

Word applies the next style when you press Return. The new paragraph will have the next style's format.

NOTE Pressing Command-Return starts a new paragraph with the same style as the one before. In this way you can temporarily override Next Style to start a new paragraph.

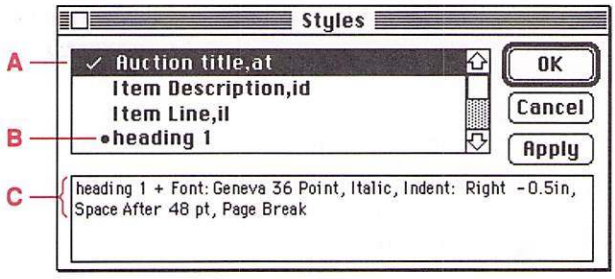
Looking at Style Formatting Instructions

You can use the Styles or Define Styles command to see the current formatting instructions of a style.

Looking at a style's formatting instructions (Full Menus)

1. Choose Styles or Define Styles from the Format menu.
2. Select the style you want to look at from the list box.

   Formatting instructions for the selected style are displayed in the dialog box.



A *Style of the selected paragraph is checked.*
B *Bullet indicates an automatic style.*
C *Style formatting instructions are shown for the style selected in the list box.*

Looking at an automatic style's formatting instructions (Full Menus)

If an automatic style is already in use or if you've created a footnote or a table of contents, for example, the automatic style name appears in the style selection box on the ruler or in the Styles or Define Styles dialog box. An automatic style's name is preceded by a bullet in the Styles or Define Styles dialog box (but not in the style selection box on the ruler).

To look at an automatic style's formatting instructions:

1. Choose Define Styles or Styles from the Format menu.
2. Select the automatic style in the list box.

   Formatting instructions for the selected style are displayed in the dialog box.

To look at the formatting instructions for an automatic style that is not in use:

1. Hold down Shift while you choose Styles or Define Styles from the Format menu.

   The list box shows all automatic styles with bullets beside them.

2. Select the style whose formatting instructions you want to look at.

   The formatting instructions are displayed in the list box.

Printing style names and formatting instructions (Full Menus)

You can print a copy of your style sheet so you can refer to it easily.

1. Choose Define Styles from the Format menu.
2. Choose Print from the File menu.

The style names and their formatting instructions are printed in alternating lines.

Applying Styles

Once you've created a style, you apply it to selected paragraphs. The style applies to all text in a paragraph regardless of how much of the paragraph's text is selected. When you press Return to start a new paragraph, the style designated in the Next Style box of the Define Styles dialog box for the current style is applied to the new paragraph. If you did not designate a next style, the new paragraph also has the style of the preceding paragraph.

Word gives you three ways to quickly apply an existing style to selected paragraphs. You can use the ruler, the Styles command, or a key combination.

If you apply a style to a paragraph and part of that paragraph has different character formats from the rest of the paragraph, for example, italic or boldface text, then the style you apply will not override the distinctive character formats. Instead, Word attempts to keep the formatting of the characters distinct. In some cases, the format may toggle. (You can clear a format you don't want and go back to the default character formats of the style for that paragraph by pressing Command-Shift-Spacebar or choosing the Plain For Style command from the Format menu.)

Applying a style from the ruler (Full Menus)

You can apply any existing style to selected text directly from the style selection box on the ruler as follows:

1. Select the paragraph(s) you want to apply the style to.
2. Choose Show Ruler from the Format menu to display the ruler, if necessary.
3. Drag the pointer to select the style that you want to apply from the style selection box.

   If you have already applied a style to the selected text, that style's name is displayed in the style selection box.

Applying a style with the Styles command (Full Menus)

You can apply any existing style to your selected text by using the Styles command as follows:

1. Select the paragraph(s) you want to apply the style to.
2. Choose Styles from the Format menu.

   If you want to see all automatic styles, hold down Shift as you choose the Styles command.
3. From the list box, select the style that you want to apply.

   If you have already applied a style to the selected text, that style's name is checked.
4. Click Apply or OK.

Applying a style with the keyboard (Full Menus)

You can bypass the Styles or Define Styles dialog box by applying a style with a key combination as follows:

1. Select the paragraph(s) you want to apply the style to.
2. Press Command-Shift-S.

   The word "Style" is displayed in the page number area at the bottom left corner of the window to remind you to type a style name.

   If you decide not to apply a style, press Command-. (period).
3. Type the style name.

   The characters appear in the page number area as you type.

   If a style has multiple names, you can type any of them. You can also type as many letters of the style's name as it takes to make it distinct from all other style names. If the partial name you type is not unique when you press Return, Word beeps and displays what you've typed so far in the page number area. You can then continue to add characters to the name until it is unique.
4. Press Return.

Editing Styles

Once you have defined a style and applied it to paragraphs, you can change the style's formatting instructions and have the change reflected in all paragraphs to which the style is applied.

Changing an existing style (Full Menus)

Once you have created a style, you can change it using the style selection box on the ruler.

To change a style from the ruler:

1. Select a paragraph formatted with the style you want to change.
2. Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add, change, or remove formatting instructions.

3. Click on the style selection box and drag the pointer to select the style name you want to redefine.

   Word displays a dialog box.

4. Click Redefine to change the style, or click Reapply to reapply the original style to the text.

NOTE You can also change an existing style by using Define Styles. Choose Define Styles from the format menu and make any format and font changes.

Copying an existing style to another style

You can use the Copy and Paste commands while in the Define Styles dialog box to copy a style's formatting instructions to another style. You can then modify the copied formatting instructions as you want.

To copy a different style's formatting instructions to another style:

1. Choose Define Styles from the Format menu.
2. Select from the list box the style with the formatting instructions you want to copy.
3. Choose Copy from the Edit menu.
4. Select the style to which you want to paste the formatting instructions or choose New Style to create a new style.
5. Choose Paste from the Edit menu.
6. Change or add to the style's formatting instructions as needed.
7. Click OK, Define, or Apply to accept the copied style, or click Cancel to retain the current style.

You also can copy a style's formatting instructions from the selected paragraph:

1. Select the paragraph with the style you want to copy.
2. Choose Define Styles from the Format menu.

   Word automatically copies the formatting instructions for the selected paragraph.

3. Select the style to which you want to paste the formatting instructions or choose New Style to create a new style.
4. Choose Paste from the Edit menu.
5. Change or add to the style's formatting instructions as needed.
6. Click OK, Define, or Apply to accept the copied style, or click Cancel to retain the current style.

Revising an automatic style (Full Menus)

You may want to change formatting instructions for automatic styles you are using in your documents. For example, if you use a LaserWriter printer, you might want to change all automatic styles to use LaserWriter fonts.

To revise an automatic style:

1. Choose Define Styles from the Format menu.
2. Select the name of the style you want to change in the list box.

   Automatic styles are preceded by a bullet.
3. Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add, change, or remove formatting instructions.
4. If you want to change the style's formatting instructions in all new documents you create, click Set Default. If you want to change the formatting instructions for the current document only, click Define or OK.

Revising the default style sheet (Full Menus)

You can add your most frequently used styles to the default style sheet, the style sheet that is included in every new Word document. You can also add automatic styles that will always appear in the default style sheet.

To revise the default style sheet:

1. Open the document(s) that contain the styles you want to add to the default style sheet.
2. Choose Define Styles from the Format menu.

   To see the list of automatic styles, hold down Shift while you choose Define Styles.
3. Select the style you want add to the default style sheet.
4. Click Set Default.

   Word asks you to confirm that you want to record the style in the default style sheet.
5. Click Yes to add the style, or click No to cancel.
6. Repeat steps 2–5 for each style you want to add.

If you add a style to the default style sheet and then want to delete it:

1. Choose Define Styles from the Format menu, if necessary.
2. Select the style you want to delete.
3. Choose Cut from the Edit menu.

   Word asks if you want to delete the style from the default style sheet.
4. Click OK to confirm the deletion.

Word stores entries for the default style sheet in the Word Settings (4) file. To restore the default style sheet to its original form, delete this file.

WARNING Deleting the Word Settings (4) file will also delete any other menu changes or command key changes you have made, unless you have saved the changes in a settings file other than Word Settings (4).

Renaming a style (Full Menus)

You can rename a style either by replacing the current name or by adding extra names. If you apply styles with the keyboard, you may want to give each style a short name in addition to its long name.

If you plan to combine style sheets, rename styles first to give them unique names. If you have duplicate names in the combined style sheets, the formatting instructions of the incoming style with the same name will replace those in the current style sheet.

When you rename automatic styles, you can only add names; you cannot replace the original name.

To rename a style:

1. Choose Define Styles from the Format menu.
2. Select the style you want to rename from the list box.
3. In the Style box, select the name you want to replace.
4. Type the new name. If you want to add another name, type a comma (or semicolon for a system set up for a non-English language) and then the next name.

   The style name must be unique; otherwise, the old style will be replaced by the new style of the same name. If the name is not unique, Word displays a message asking if you want to replace the old style with the new one.
5. Click OK to accept the new name and close the dialog box. Click Define to accept the new name without closing the dialog box.

Changing the link between the based-on and current style (Full Menus)

In the section "Basing a new style on another style," you saw that you can create a new style based on another style by using the Define Styles command on the Format menu. The new style becomes the current style and is linked to the based-on style until you remove the link by changing the current style.

If you change the based-on style, the current style still retains the formatting instructions received from the based-on style. Before you change the current style, look at the Styles dialog box. Styles shows you the formatting instructions that belong to the current style.

To change or remove a link to a based-on style:

1. Choose Define Styles from the Format menu.
2. Select from the list box the name of the style whose based-on style you want to change.
3. Click in the Based On box, and then type the new name to change the based-on style.

   Delete the name in the Based On box if you do not want the style based on another style.
4. Click Define, Apply, or OK.

Deleting a style (Full Menus)

You can delete any style except the Normal or automatic styles as follows:

1. Choose Styles or Define Styles from the Format menu.
2. Select the style name from the list box.
3. Choose the Cut command from the Edit menu.
4. When Word asks you to confirm, click OK to delete the style.

   The paragraphs with this style applied are returned to Normal.

Copying an existing style sheet to a new document (Full Menus)

One of the most powerful features of styles is that you can create a style sheet in one document and then use it in many others.

To copy a style sheet to a new document:

1. Open a new document.
2. Choose Define Styles from the Format menu.
3. Choose the Open command from the File menu.
4. Select the name of the document containing the styles you want to copy and click Open, or double-click the document name in the list of documents.

Combining two style sheets (Full Menus)

To combine style sheets from two different documents, you open one document and then "read in" the contents of the other document's style sheet.

When you open a style sheet for another document, its styles are added to the style sheet of the current document. Any styles with duplicate names are combined into one style, which has the formatting instructions of the incoming style.

To combine two style sheets:

1. Open the first document.
2. Choose Define Styles from the Format menu.
3. Choose Open from the File menu.
4. Select the document that contains the style sheet you want to add.
5. Click Open.

   Word copies the contents of the other document's style sheet into the current document.
6. Click Cancel to exit from the dialog box.

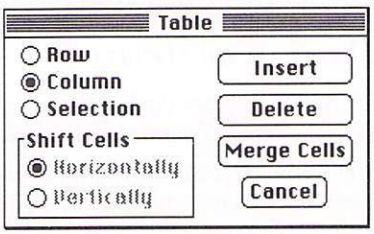
   The two documents' style sheets are combined in the first document that you opened. Word adds the styles in the incoming style sheet to the current style sheet. If Word finds any style names in the two style sheets that match, it creates only one style by that name: the formatting instructions of the incoming style replace the formatting instructions of the current style. If the matching styles have multiple names, all the names are included in the style name on the combined style sheet.

For information on	See
Commands to use with styles	Define Styles Command Styles Command
Default settings; formatting descriptions of automatic styles	Default Settings
PostScript commands	PostScript
Adding style names to a menu	Menus
Applying styles from the ruler	Show Ruler/Hide Ruler Command

Table Command

On the Edit menu (Full menus only).

The Table command inserts rows or columns into a table, deletes selected rows or columns from a table, and merges or splits cells. You create a table using the Insert Table Command on the Document menu.



Row Inserts or deletes a single row or multiple rows based on the size of the current selection.

Column Inserts or deletes a single column or multiple columns based on the size of the current selection.

Selection Inserts new cells based on the size of the current selection, or deletes the selected area. If you click Selection, you need to specify the direction in which adjacent cells adjust within the table (Shift Cells).

Shift Cells Specifies the direction that cells adjacent to a selection adjust when you insert or delete cells in a table. Shift Cells is available only if you choose Selection.

Horizontally	If you are inserting cells, Word shifts the selected cells and cells to the right of the selection to the right. If you are deleting cells, Word shifts cells to the right of the selection to the left after deleting the cells.
Vertically	If you are inserting cells, Word shifts the selected cells and cells below the selection down and creates new rows for those cells. If you are deleting cells, Word shifts cells below the selection up after deleting the cells.

Insert Inserts rows, columns, or cells based on the current selection. New rows are inserted above the current row (selected row or row containing insertion point) and new columns to the left of the current column. If you insert cells based on the selection, Word uses the Shift Cells option to determine the adjustment of the surrounding cells.

Delete Deletes rows, columns, or selected cells. If you delete selected cells, Word uses the Shift Cells option to determine the adjustment of the surrounding cells.

Merge Cells Creates one large cell that spans multiple columns by merging the contents of the selected cells and removing the borders and boundaries between them. You can merge cells only horizontally; therefore, only cells in the same row are merged. Text within the selected cells forms individual paragraphs in the new larger cell. You can use merged cells to create titles to tables or to create complex tables. For more information on merging cells, see the "Tables" topic.

This button is replaced by Split Cell if you select a previously merged cell.

Split Cell Separates a previously merged cell that you select into individual cells. You can split cells only horizontally. Word splits the cell into the number of cells that normally would occupy the selection (based on the number of columns occupying that row).

Word places the individual paragraphs of text from the previously merged cell into the newly split cells from right to left. That is, Word places the last paragraph into the rightmost new cell, the next to the last paragraph in the next new cell to the left, and so on. Any remaining paragraphs in the selection are placed in the leftmost new cell. However, if there are fewer paragraphs than there are newly split cells, Word fills from left to right, leaving the empty cells at the end of the row. For more information on splitting cells, see "Tables."

If you select multiple cells, this button is replaced by Merge Cells.

For information on	See
Inserting tables	Insert Table Command
Creating, modifying and formatting tables	Tables Cells Command
Selecting within tables	Selecting

Table of Contents

Word's Table of Contents command enables you to create tables of lists and figures and designate up to nine subentry levels. For example, if you are creating a financial report, you can use this command to create a table of charts and figures in addition to a traditional table of contents at the beginning of your document.

Word creates a table of contents from either of two different sources. If you use an outline to create your document, you can have Word use those outline levels as entries in a table of contents. Otherwise, you can designate entries by adding a table of contents code in front of each entry item. When you choose the Table of Contents command, Word compiles the entries and automatically calculates the correct page numbers.

Using the outline you created for your document is the fastest and easiest way to compile a table of contents. Using table of contents codes, however, gives you more flexibility because you can:

- Designate existing headings that are not set up under an outline as contents entries.
- Create entries for the table of contents that are different from your headings.
- Create hidden entries that appear only in the table of contents.
- Create a table of illustrations or figures.

If a document is specified with Next File in the Document dialog box, Word searches that document for table of contents entries to compile after compiling the entries in the first document. If the second document also has a document specified with Next File, Word searches the third document, and so on. Contents entries from all documents are compiled and placed at the beginning of the first document.

Creating a Table of Contents from an Outline (Full Menus)

To designate entries with an outline, create the outline for the document as you normally would, assigning levels to the headings. When you compile the table of contents, Word automatically puts the headings into the table of contents according to the outline level.

Creating a Table of Contents Using Contents Codes (Full Menus)

A table of contents entry has three parts:

```
A — .c.Schedule.of.Events¶
        |B              |C
```

A *Contents code (.c.) formatted as hidden text.*

B *Contents entry (the text that appears in the table of contents).*

C *End-of-entry code (a semicolon, paragraph mark, or end-of-line mark created by typing Shift-Return).*

Formatting existing text as a table of contents entry

To format existing text as a table of contents entry:

1. Turn on the Show Hidden Text option in the Preferences dialog box if necessary.
2. Select the text you want entered into the table of contents.
3. Choose Insert TOC Entry from the Document menu.

Word inserts the .c. code at the beginning of your selection, a semicolon end-of-entry code at the end of the selection, and formats the codes as hidden text.

NOTE If the selection is at the end of a paragraph, Word does not insert the semicolon, because it uses the paragraph mark as an end-of-entry code.

Typing a new table of contents entry

To enter a new table of contents entry:

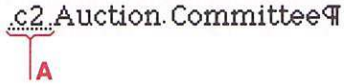
1. Turn on the Show Hidden Text option in the Preferences dialog box if necessary.
2. Position the insertion point at the place you want to type the table of contents entry.
3. Choose Insert TOC Entry from the Document menu.

   Word inserts the .c. table of contents code at the insertion point, adds a semicolon end-of-entry code immediately following the table of contents code, and formats the entry as hidden text. The insertion point is positioned between the table of contents code and the semicolon so you can begin typing your entry.
4. Type the table of contents entry.
5. Repeat steps 2 and 3 for each table of contents entry.

Designating subentries with codes (Full Menus)

When you insert contents codes, you can easily designate up to nine subentry levels by adding the appropriate number to the codes.

For	Type
First level	*.c. or .c1.*
Second level	*.c2.*
Third level	*.c3.*
Fourth level	*.c4.*
Fifth level	*.c5.*
Sixth level	*.c6.*
Seventh level	*.c7.*
Eighth level	*.c8.*
Ninth level	*.c9.*



A *Contents code, second level.*

You can also designate subentry levels by separating the text for each level with a colon. For example:

.c.Auction Catalog:Silent Auction:Auction Items;

Using this method, Word adds the page number and leader tab only to the last level entry.

If you want to include an end-of-entry character as part of your table of contents entry text, for example, a semicolon, surround the entry text with single quotation marks. For example:

.c.'Auction Catalog; Item List';

Remember to format the codes as hidden text.

Compiling the table of contents (Full Menus)

Wait until you are ready to print your final document before compiling your final table of contents. Adding or deleting text may affect the pagination of your document and, therefore, the accuracy of the page numbers in the table of contents.

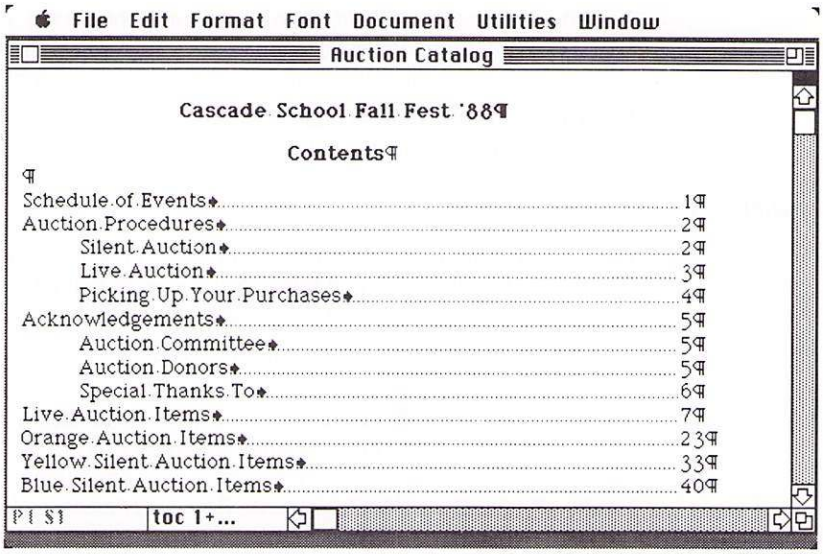
To compile a table of contents:

1. Choose Table of Contents from the Utilities menu.
2. Under Collect, specify how you want to compile the table of contents:
   - If your document has an outline, click Outline.

     Word proposes this as the default.
   - If you entered .c. codes, click .C. Paragraphs.
   - If you want to include page numbers in the compiled table of contents, click Show Page Numbers.
3. To include only certain levels of headings or entries, type the level numbers you want to include in the text boxes; otherwise, use All, which is Word's default.
4. Click the Start button.

   If you want to cancel the compilation in progress, press Command-. (period).

Word first repaginates the document, ignoring hidden text, then compiles the table of contents and puts it at the beginning of the document. Word places each contents entry on a separate line. After each contents entry, Word adds a tab mark, the page number if Show Page Numbers is turned on, and a paragraph mark to end the contents entry. Word automatically places a section mark at the end of the table of contents so that you can vary the page layout and page numbers from the rest of your document. As with any other text, you can select the table of contents and move it anywhere in your document.



Compiled table of contents

If a table of contents already exists, Word asks if you want to replace it. If you click Yes, Word replaces the existing table of contents with the updated one. If you click No, Word inserts the new table of contents at the beginning of the document (in front of the old one).

Creating Other Tables with Table of Contents (Full Menus)

You can use the Table of Contents command to compile other types of tables for your documents. For example, you can create a table of illustrations at the beginning of the document, in addition to the table of contents.

Following are two ways to create other tables using the Table of Contents command.

Method 1

1. Create your document from an outline, then compile the regular table of contents by clicking Outline in the Table of Contents dialog box.
2. Use .c. codes to designate the entries you want in the second table.
3. Compile the second table by clicking .C. Paragraphs in the Table of Contents dialog box.

   If you do not want page numbers in the second table, turn off the Show Page Numbers option.

Method 2

1. Designate the entries for the standard table of contents as you normally would.
2. For the second table's contents entries, choose Insert TOC Entry from the Document menu and insert a level of subentry that you are not using in your first table of contents. For example, you could type *.c9.* in front of the contents entries for the second table.

3. To compile the standard table of contents, choose the Table of Contents command and type *1* in the From box; in the To box, type a number that does not include the level of the second table's contents entries. For example, type *8*.
4. To compile the second table, choose Table of Contents again, and then type the level number in the From box (for example, type *9*).

Table of Contents Styles

Word has an automatic style for each entry level of the table of contents — "toc 1" to "toc 9." This style is: Normal plus 0.5-inch left indent per level, 0.5-inch right indent, left-aligned tab at 5.75 inches, leader dots, right-aligned tab at 6 inches.

You can change the automatic styles using the Define Styles command.

NOTE If your contents entry contains a tab mark, all text following the tab will be placed at the 5.75-inch tab stop followed by another tab mark and the page number. Sometimes your contents entries will always contain a tab mark. For example, if you've numbered paragraphs with the Renumber command, Renumber places a tab between the number and the text. In this case, the text following the number will align at the 5.75-inch tab stop, a result you may not want. You can change this by modifying the automatic "toc" styles to have another tab stop before the 5.75-inch tab stop.

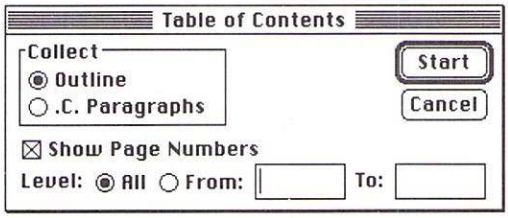
For information on	See
Paginating your document	Page Layout Pagination Repaginate Now Command
Changing the table of contents	Define Styles Command
Automatic styles	Styles: Formatting the Easy Way
Creating outlines	Outlining Outlining Command
Using a glossary	Glossaries Glossary Command
Using the Next File option in the Document dialog box to create a table of contents for a series of documents	Long Documents

Table of Contents Command

On the Utilities menu (Full menus only).

You can have Word create a table of contents from an outline or from entries you designate by adding .c. contents codes. Word will compile a table of contents with up to nine levels of subentries that you designate by adding numbers to the .c. table of contents codes. Then, when you choose the Table of Contents command, Word compiles individual contents entries into a table of contents and puts the table of contents at the beginning of the document.

If a table of contents already exists, Word asks you if you want to replace it. Word recognizes a table of contents by looking for the first paragraph in the document that has a table of contents automatic style applied to it, and continues through to the last consecutive paragraph that has a table of contents automatic style applied to it.



Collect Specifies whether Word uses outline levels or contents entries to compile the table of contents.

Outline	Compiles the table of contents based on the levels you defined with the Outlining command. Each heading level in the outline will have a corresponding level in the table of contents, up to nine levels.
.C. Paragraphs	Compiles the table of contents from contents entries in your document.

Show Page Numbers Controls whether page numbers are included in the compiled table of contents. This option is useful if, for example, you want to extract an outline from a document.

Level Specifies the level of outline heads or contents entries you want included in the table of contents.

All	Includes all levels of outline headings or .c. entries when the table of contents is compiled.
From: To:	Includes only the levels of outline headings or .c. entries specified in the From and To boxes when the table of contents is compiled.

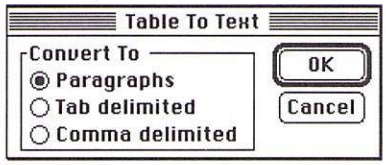
Start Compiles the table of contents. To cancel, type Command-. (period).

For information on	See
Compiling entries from multiple documents	Long Documents Table of Contents

Table To Text Command

On the Document menu (Full menus only).

The Table To Text command converts a selected row(s) of a table to text. If you do not have an entire row(s) selected, the Table To Text command changes to the Insert Table command.



Convert To Select the character that you want to separate the text from each cell:

Paragraphs	Word converts each cell's text into a separate paragraph.
Tab delimited	Word places a tab between each cell's text. Word converts each row in the table to one paragraph in the document.
Comma delimited	Word places a comma between each cell's text. Word converts each row in the table to one paragraph in the document.

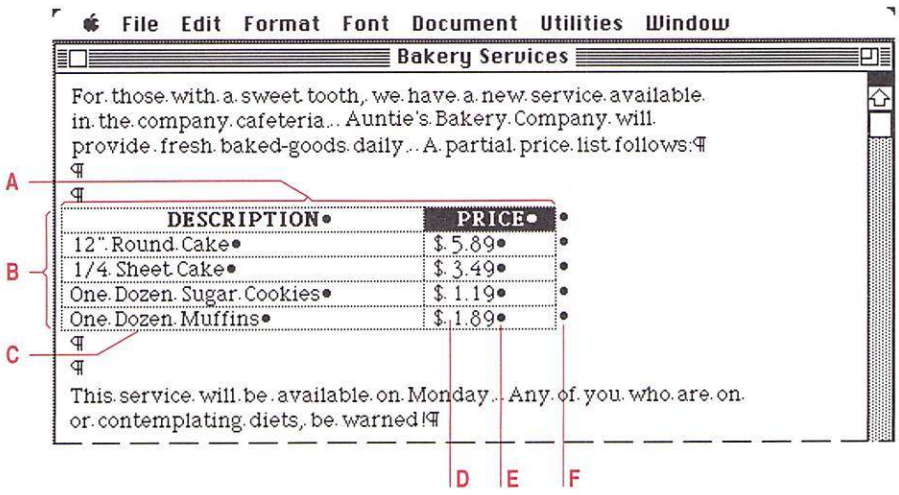
For information on	See
Creating Tables	Insert Tables Command Tables

Tables

Using Word's tables feature you can arrange text in rows and columns without setting numerous tabs on the ruler. With tables you can:

- Control column alignment, width, and spacing.
- Create paragraphs that align side-by-side and that wrap within a column without disrupting the alignment of adjacent columns.
- Add horizontal and vertical lines to highlight certain areas.
- Add or delete rows and columns.

A table is a series of rows and columns. The number of columns and column width can vary from one row to the next. The area at which each row and column intersect is a cell.



A *Columns*

B *Rows*

C *Gridlines* Gridlines are non-printing separators between rows and columns. To display gridlines, turn on the Show Table Gridlines option in the Preferences dialog box.

D *Cell*

E *End-of-cell marker* To display end-of-cell markers, turn on Show ¶.

F *Trailing cell* Helps you position the insertion point at the end of a row when you insert new columns and cells.

Each cell can contain multiple paragraphs of text or graphics and is marked with an end-of-cell marker. The paragraphs you type within cells are the same as paragraphs you type anywhere else in your document. When you type to the right edge of a cell, Word moves the insertion point, and the last word if it is incomplete, to the next line within the cell. This wordwrap feature enables you to add and delete text without manually rearranging the text. You can use normal paragraph formatting methods to change the indents and alignment of the paragraphs within a cell, and to set tabs. If you set a decimal-aligned tab inside a table cell with no other tabs in the cell, Word automatically moves the insertion point to the tab stop so you can type numbers without first pressing the Tab key.

Word treats each row as a separate element within a table. This gives you more flexibility in the types of tables you can create. You can vary the number of columns in the individual rows, or vary the column widths in each row to create the type of table you want.

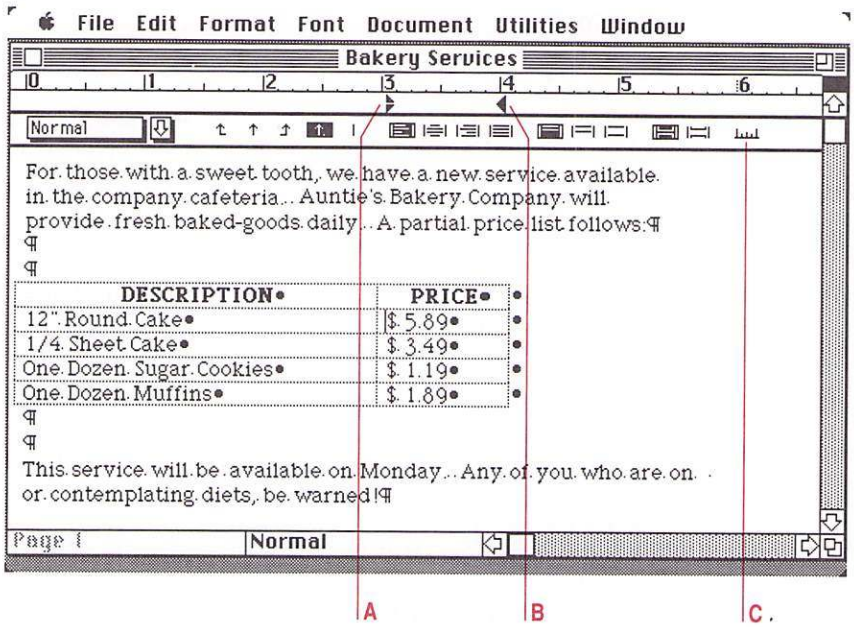
You can cut, copy, and paste the contents of cells as you would text within your document. However, Word does not delete a cell when you use the Cut command on the Edit menu; instead, it removes the selected text or the contents of the cell. If you want to remove cells from a table, use the Table command from the Edit menu.

Word includes a special "trailing" cell at the end of each row in the table. If Show ¶ is on, you can see the end-of-cell markers for the trailing cells. Gridlines are not displayed around the trailing cells, and you cannot type in them nor change the cell format. The trailing cells allow you to position the insertion point when you want to add a column to the right of the last column in the table or extend rows by pasting cut or copied cells into a trailing cell.

Displaying and Using Rulers for Tables

You can display the ruler for tables in different ways. The default view shows the indents for the paragraphs within the current cell, the cell containing the insertion point. If you select multiple paragraphs with different formatting, the ruler is grayed and shows the indents for the first column or paragraph of the selection.

You use this view of the ruler to adjust paragraph indents or alignment and to set tab stops for the selected cells. You can adjust paragraph formatting within a cell just as you do regular paragraphs within your document. All paragraph formatting is relative to the cell's indents, as it would be to a paragraph's indents in multiple columns of text.

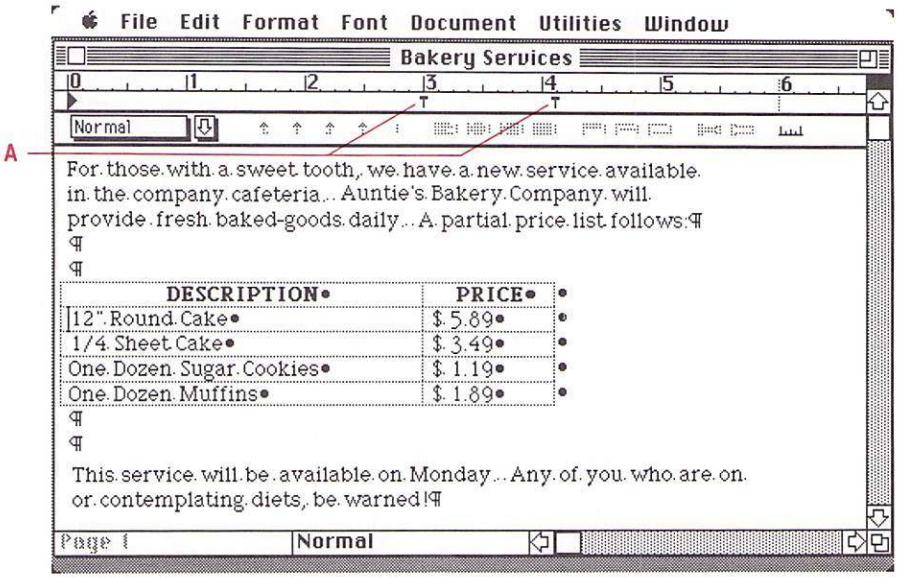


A *Cells' left indent marker*

B *Cells' right indent marker*

C *Ruler scale icon* Click this icon to display the different ruler views.

The second ruler view shows the column markers that enable you to adjust column widths. Remember, because Word treats each row independently, you also can adjust the widths of each cell on individual rows.



A *Column markers* Column markers indicate the right edge of each cell in the current row — the row containing the insertion point or selection. If you select multiple cells in different rows, Word dims the ruler and shows the column markers for the topmost row of the selection. For more information on changing the column width, see "Adjusting cell/column widths" later in this topic.

Creating Tables

To create a table, you use the Insert Table command on the Document menu. You can either create an empty table or convert selected text to a table. After you create the table, you can use the Cells command on the Format menu to change the appearance of the table, or you can use the Table command on the Edit menu to make additions or deletions.

If you create a table immediately following another table (with no separating paragraph mark), you are in effect adding rows to the first table. Word joins the two tables and treats them as one.

NOTE You cannot insert a table inside another table.

Creating an empty table (Full Menus)

1. Position the insertion point where you want to insert the table.
2. Choose Insert Table from the Document menu.
3. Type the number of columns and rows you want included in the table.

   Remember, you can add or remove columns and rows later if you want to.
4. Word proposes a column width based on the number of columns and the width of the current text column.

   You can use the proposed column width or type a new one. You can change the width later if you want to.
5. Click OK.

   You now can enter information into the cells or format the table.

   If you want to see gridlines around the individual cells, choose Preferences from the Edit menu and turn on the Show Table Gridlines option.

Converting text to a table (Full Menus)

1. Select the text you want to convert to a table.
2. Choose Insert Table from the Document menu.

   Word displays the Insert Table dialog box.
3. Word proposes a column width based on the text being converted and the width of the current text column. You can use this number or enter a different column width.

4. Word proposes the type of text to be converted based on the text in the selection. For example, if the text you selected is separated by tab marks, Word proposes Tab Delimited. You can use this option or choose another.
5. Click OK.

   If you want to see gridlines around the individual cells, choose Preferences from the Edit menu and turn on the Show Table Gridlines option.

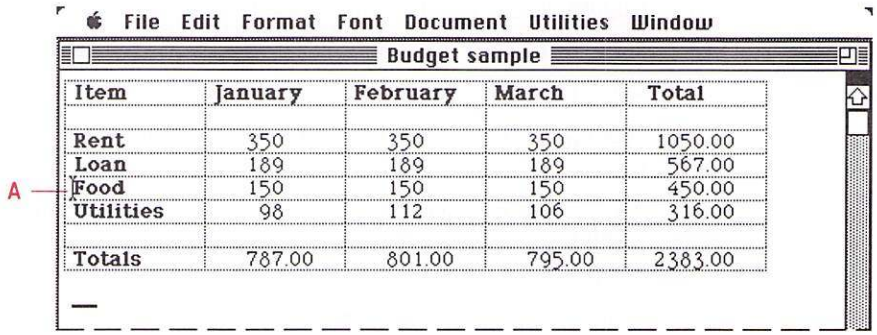
Inserting and Deleting

Word's Table command enables you to insert empty rows and columns into tables or delete rows and columns from tables. You also can insert and delete groups of cells based on the size of the selection.

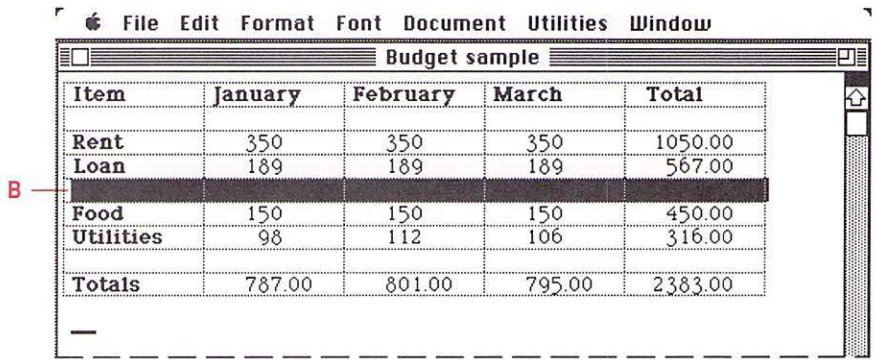
Inserting rows and columns (Full Menus)

1. Position the insertion point in the row below where you want to insert the new row or in the column to the right of where you want to insert the new column. To insert a new column to the right of the last column, click in the trailing cell at the end of a row.

   Word inserts rows above the current row and columns to the left of the current column.



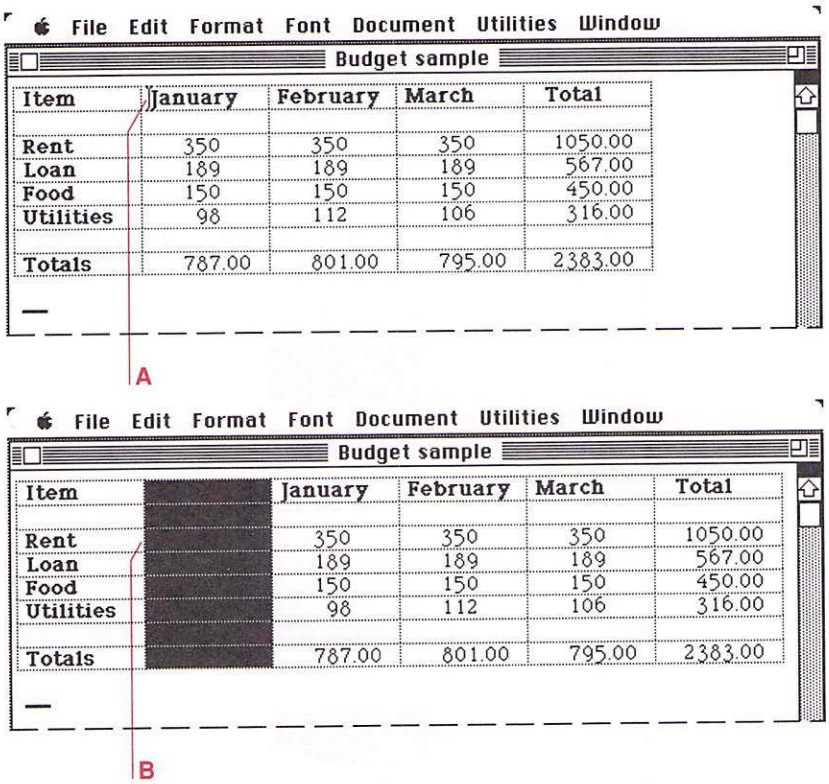
Item	January	February	March	Total
Rent	350	350	350	1050.00
Loan	189	189	189	567.00
Food	150	150	150	450.00
Utilities	98	112	106	316.00
Totals	787.00	801.00	795.00	2383.00



Item	January	February	March	Total
Rent	350	350	350	1050.00
Loan	189	189	189	567.00
Food	150	150	150	450.00
Utilities	98	112	106	316.00
Totals	787.00	801.00	795.00	2383.00

A *Position insertion point here...*

B *...to insert a new row here.*



A *Position insertion point here...*

B *...to insert a new column here.*

You can insert multiple rows or columns at a time by selecting the number of rows or columns you want to insert in your table. For example, to insert two rows at once, select two rows in the table below where you want to insert the new rows.

2. Choose Table from the Edit menu.
3. Click Row or Column as appropriate.
4. Click the Insert button.

   Word inserts an empty row(s) or column(s).

Adding rows to the end of a table

You can use the Tab key to quickly add rows to the end of a table:

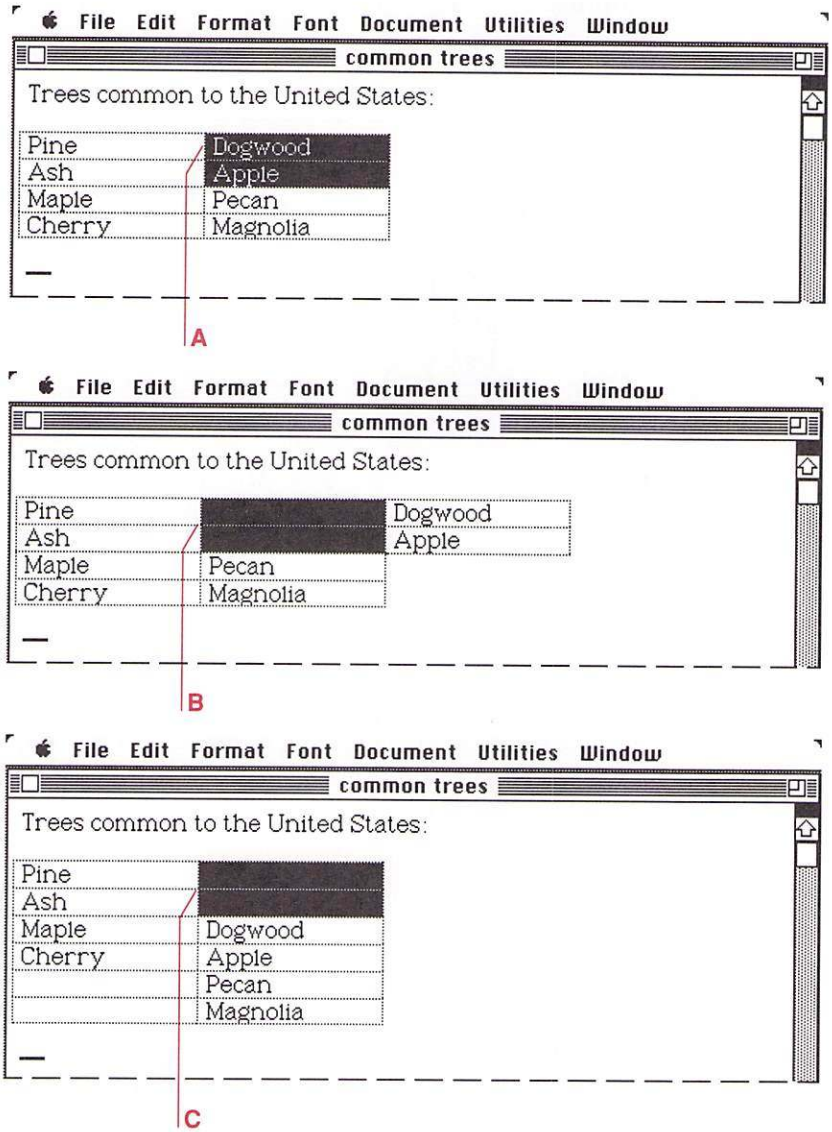
1. Position the insertion point in the rightmost cell of the last row in your table.
2. Press Tab.

   A new row is added with the same number of columns as the previous row.
3. To add more rows, repeat steps 1 and 2.

Remember that you also can use Tab to move from left to right in a row, and Shift-Tab to move right to left.

Inserting cells based on a selection (Full Menus)

If you want to insert less than an entire row or column, you can indicate the size of the area to be inserted by selecting an area of cells equal in size to the area you want to insert. For example, to insert a single cell, select a cell to the right of, or below where you want the cell inserted. You tell Word how to adjust adjacent cells.



A *Select an area the size you want inserted...*

B *...and click Horizontally to shift the selection and cells at the right of the selection to the right. Or...*

C *...click Vertically to shift the selection and cells below the selection down.*

1. Select the area where you want the cell(s) inserted. You should select an area of cells equal in size to the area you want to insert.
2. Choose Table from the Edit menu.
3. Click Selection, if necessary, and then click Horizontally or Vertically.

   If you click Horizontally, Word shifts the cells in the selection and to the right of the selection to the right. If you choose Vertically, Word shifts the cells in the selection and below the selection down.
4. Click the Insert button.

   Word inserts empty cell(s).

Deleting rows and columns (Full Menus)

1. Place the insertion point in the row or column you want to delete.

   You can delete more than one contiguous row or column at a time by selecting the rows or columns you want to delete from your table.
2. Choose Table from the Edit menu.
3. Click Row or Column as appropriate.
4. Click the Delete button.

Deleting selected cells (Full Menus)

When deleting less than an entire row or column, you indicate the size of the area to be deleted by selecting the area of cells you want to delete. You also tell Word how to adjust adjacent cells.

1. Select the cells you want to delete.
2. Choose Table from the Edit menu.
3. Click Selection and then click Horizontally or Vertically.

   If you choose horizontally, Word shifts the cells at the right of the selection to the left. If you choose vertically, Word shifts the cells below the selection up.
4. Click the Delete button.

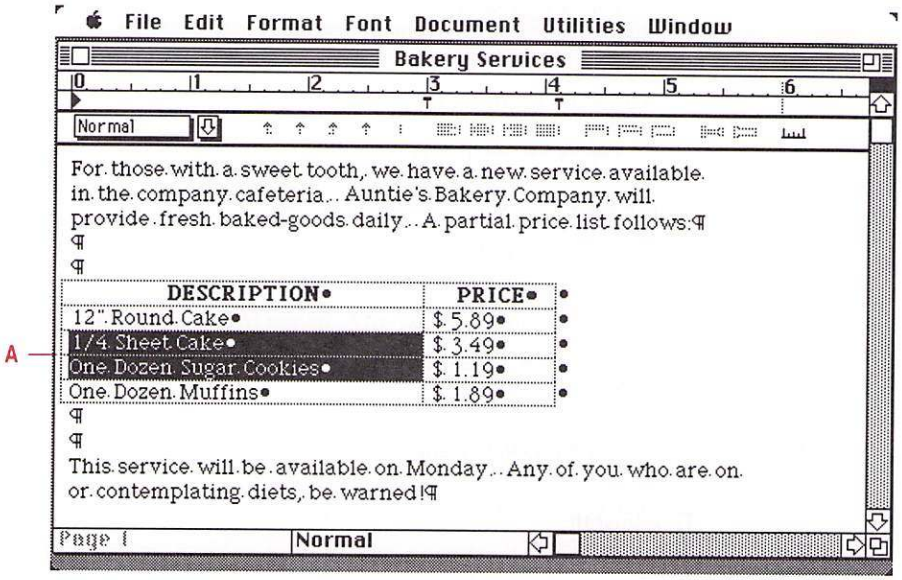
   Word deletes the selected cells.

Copying and Moving Cells

You can use Word's Copy, Cut, and Paste commands from the Edit menu to copy and move the contents of cells in tables.

When you copy the contents of a cell to the Clipboard, select the contents of the cell as well as the end-of-cell mark. (Choose Show ¶ from the Edit menu to display the mark.) When you paste a single cell from the Clipboard, Word replaces the contents of the cell you are pasting to. If you do not copy the end-of-cell mark, Word insert the contents of the Clipboard at the insertion point.

When you paste multiple cells from the Clipboard, select either the upper-left cell of the paste area (the area you want to paste to) or a paste area the same size as the area copied to the Clipboard. When you choose the Paste command, Word replaces the cells in the paste area one-for-one with the contents of the Clipboard. If the copy and paste areas do not match, Word displays a message.



A *Paste area* The dimensions of the area you select to paste to must match the dimensions of the cells copied to the Clipboard.

If you paste to an area outside a table, Word creates a new table with the same dimensions as the contents of the Clipboard unless you copied the contents of a single cell (without the end-of-cell mark) to the Clipboard. In this case, Word pastes the contents of the Clipboard as text in your document.

If you want to create new cells to paste into, rather than paste into existing cells, use the Table command on the Edit menu to insert blank cells and then paste into new cells. You can extend one or more rows of a table by pasting cut or copied cells into the trailing cell at the end of a row. When pasting the cells, position the insertion point in the trailing cell right before the end-of-cell mark (do not select the entire trailing cell). To extend several consecutive rows at once, position the insertion point in the trailing cell of the first row you want extended. The number and arrangement of cells you paste into the trailing cell determines the number of rows extended and the number of columns added to the extended rows.

Copying cells (Full Menus)

1. Select the cells you want to copy.
2. Choose Copy from the Edit menu.
3. Select the paste area — the cells you want to paste to.
4. Choose Paste Cells from the Edit menu.

   Word fills the paste area with the copied cells.

Moving cells (Full Menus)

1. Select the cells you want to move.
2. Choose Cut from the Edit menu.
3. Select the paste area — the cells you want to paste to.
4. Choose Paste Cells from the Edit menu.

Changing the Appearance of a Table

You can improve the appearance of a table by adjusting cell/column widths and row alignments, adding borders, and merging or splitting cells.

NOTE Because Word treats each row individually, you can create tables composed of rows with varying dimensions. That is, you can have a row with 4 columns followed by a row with 6 columns or cells of different widths in the same column. Remember that selection and formatting for multiple rows may not act as you expect.

Adjusting cell/column widths (Full Menus)

You can adjust the width of individual cells on one or more rows, and you can adjust the width of all cells in a column. To adjust the cell/column widths, you can use the ruler or the Cells command on the Format menu.

To adjust the width(s) using the ruler:

1. Select the cell(s) or column(s) for which you want to change the width.
2. If necessary, choose Show Ruler from the Format menu.
3. Click the ruler scale icon to display column markers.
4. Drag the column marker for the column you want changed to the desired position.

   Notice that all column markers to the right of the marker you are dragging also move. If you want to move an individual column marker, hold down the Shift key while dragging the column marker.

To adjust the width using the Cells command:

1. Select the cell(s) or column(s) for which you want to change the width.
2. Choose the Cells command from the Format menu.
3. Select the Width of Column(s) box.
4. Type in the new width.
5. Click the Selection option if you want to change only those cells you have selected. Click the Whole Table option if you want to change the column width for the entire column(s) in which you have selected cells.
6. Click OK.

Changing row height (Full Menus)

Word automatically adjusts the row height to accommodate the largest font on the row; however, if you want all rows in your table to be a consistent height, you may want to specify a row height.

1. Select the row(s) for which you want to set the row height.
2. Choose the Cells command from the Format menu.
3. Select the Minimum Row Height box.
4. Type a number in points to specify the row height, for example, *14 pt*

   If you type a negative number, Word uses the absolute value of that number and does not adjust for overlapping rows.

NOTE If you set a row height taller than the currently set page height, Word truncates the bottom of the page when printing.

5. Click OK.

Changing row alignment (Full Menus)

You can change the way in which rows align relative to the left and right margins that are set in the Document command. Changing row alignment does not alter the way in which text aligns within a cell. Use normal paragraph formatting procedures to align text within cells, adjust indents and set tab stops.

1. Select the row(s) for which you want to change alignment.
2. Choose the Cells command from the Format menu.
3. Click Left, Center, or Right in the Align Rows options.
4. Click the Selection option if you want to align only those rows you have selected. Click the Whole Table option if you want to align all rows in the table.
5. Click OK.

Adding a normal paragraph within or before a table (Full Menus)

Periodically, you may need to add a normal paragraph mark between two rows to break a table into two separate tables. Or, you may need to add a paragraph mark above a table at the top of a document.

To insert a paragraph mark:

1. Position the insertion point below where you want to insert a normal paragraph mark. To add a normal paragraph mark before the table, position the insertion point in the first row of the table.
2. Press Command-Option-Spacebar.

   A paragraph mark is inserted before the row containing the insertion point.

Adding borders (Full Menus)

Word enables you to set a variety of borders for your tables. You can add an outline around a single cell or a block of cells. Or, you can add lines below or above, or to the left or right, of a single cell or a block of cells.

1. Select the cell(s) to which you want to add borders.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the Cell Borders dialog box.
4. If you want to set borders around a selected block of cells or between all selected cells, click Selected Cells As Block. If you want to set custom borders for the cells in the selection such as vertical borders only, click Every Cell In Selection. Use either option to add borders to a single cell.
5. Choose the border style you want (single, thick, double, dotted, and hairline, respectively).

   Note that hairline borders are supported by laser printers only and display on the screen as a single line.
6. Click on or between border guides in the border box to turn on the borders you want to add.

   Border guides mark the points between which vertical and horizontal borders are drawn and the intersections of the borders.
7. Click OK to return to the Cells dialog box.
8. Click Apply to add the borders or OK to add the borders and exit from the Cells dialog box.

To display the current border style for a border:

1. Select the cell(s) whose border style you want to display.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the borders dialog box.
4. Hold down the Option key and click on the border in the border box.

   Word highlights the border style.

Deleting borders (Full Menus)

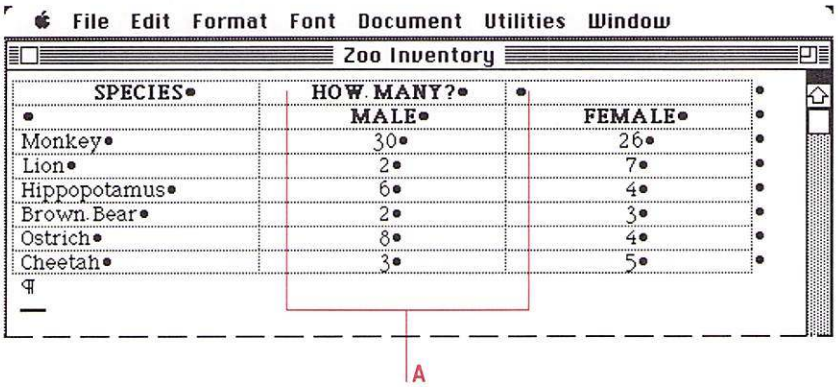
To delete a previously set border:

1. Select the cell(s) whose borders you want to delete.
2. Choose the Cells command from the Format menu.
3. Click the Borders button to display the borders dialog box.
4. Click on or between border guides in the border box to turn off the borders you want to delete.

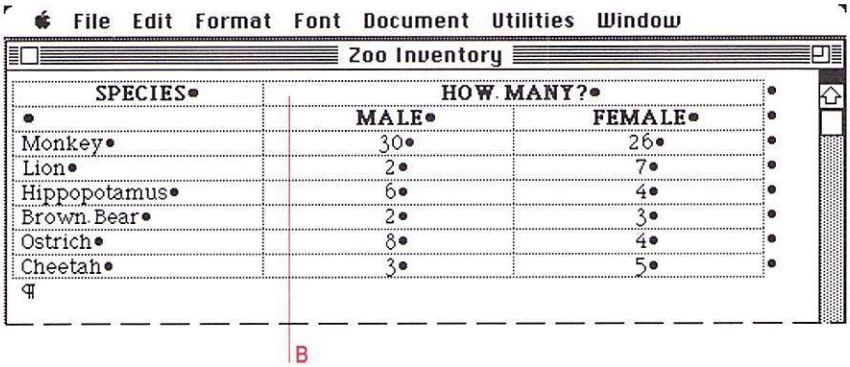
   Double-click outside the border guides to turn off a border around the entire block of cells. Double-click inside or outside the border guides to turn off all borders around individual cells in a selection.
5. Click OK to return to the Cells dialog box.
6. Click Apply to delete the borders or OK to delete the borders and exit the Cells dialog box.

Merging cells (Full Menus)

By merging cells you can create one cell that spans multiple columns, as shown in the following illustration:



A *Cells to be merged*



B *Merged cell*

1. Select the cells to be merged.

   Remember that Word merges cells only horizontally. If you select cells on more than one row, only cells on each of the rows will be merged.

2. Choose the Table command from the Edit menu.
3. Click Merge Cells to join the selected cells into one large cell.

   The text from the selected cells forms separate paragraphs in the merged cell.

Splitting cells (Full Menus)

To split merged cells into separate cells:

1. Select the merged cell that you want to split.
2. Choose the Table command from the Edit menu.
3. Click Split Cell to split the cell into individual cells.

   Word splits the previously merged cell into individual cells. Because you can split cells only horizontally, Word splits the cell into the number of cells that normally would occupy the selection (based on the number of columns).

Word places the individual paragraphs of text from the previously merged cell into the newly split cells from right to left. That is, Word places the last paragraph into the rightmost new cell, the next to the last paragraph in the next new cell to the left, and so on. Any remaining paragraphs in the selection are placed in the leftmost new cell. However, if there are fewer paragraphs than there are newly split cells, Word fills from left to right, leaving the empty cells at the end of the row.

Converting rows in a table to text

Use the Table To Text command to convert rows from an existing table to text. The Table To Text command appears on the Document menu when you have entire row(s) selected.

1. Select the row(s) to be converted to text.
2. Choose the Table To Text command from the Document menu.
3. Select the character that will separate the contents of each cell: tab, comma, or paragraph.
4. Click OK.

NOTE You can use the Table To Text command to add a normal paragraph mark between two rows in order to separate a table into two separate tables. See "Adding normal paragraphs within tables" earlier in this topic.

For information on	See
Creating tables	Insert Tables Command
Inserting and deleting rows or columns	Table Command
Selecting within tables	Selecting
Changing the appearance of a table	Cells Command
Using tabs inside tables	Tabs
Converting tables to text	Table To Text Command

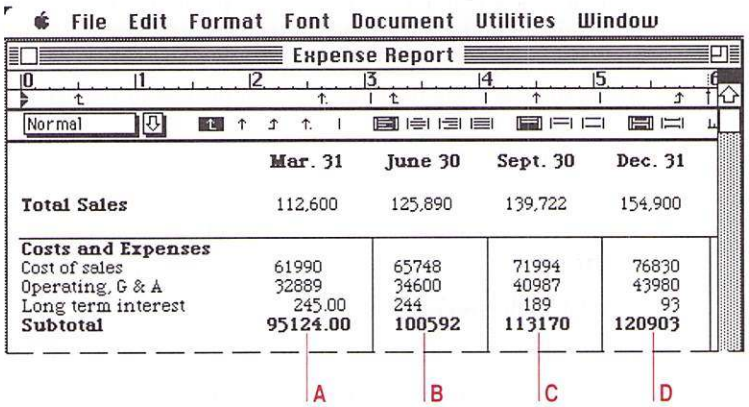
Tabs

Tab stops in Word enable you to position text precisely within a line in your document or within a column in a table. When you press the Tab key, you insert a tab mark, which fills the space to the next tab stop. The insertion point moves to the next tab stop, where you can type text.

To create multiple columns of text, use Word's table commands to organize and format information in tables. Word's table commands let you quickly create organized tables of information. (For more information on tables, see "Insert Tables Command," "Tables," "Table Command," and "Cells Command.") You can use tabs within tables just as you would within paragraphs. To insert a tab mark within a cell of a table, press Option-Tab. Pressing the Tab key alone moves the insertion point to the next cell of the table.

If you set a decimal-aligned tab inside a table cell with no other tabs in the cell, Word automatically moves the insertion point to the tab stop so you can type numbers without first pressing the Tab key.

In Full menus, you can enter four different types of tab stops. In Short menus, only flush-left tab stops are available. The alignment options in Full menus are:



A *Decimal-aligned* Decimal points in numbers align at the tab stop. Numbers without decimal points and other text aligns to the left of the tab stop.

B *Flush left* Text aligns to the right of the tab stop.

C *Centered* Text is centered on the tab stop.

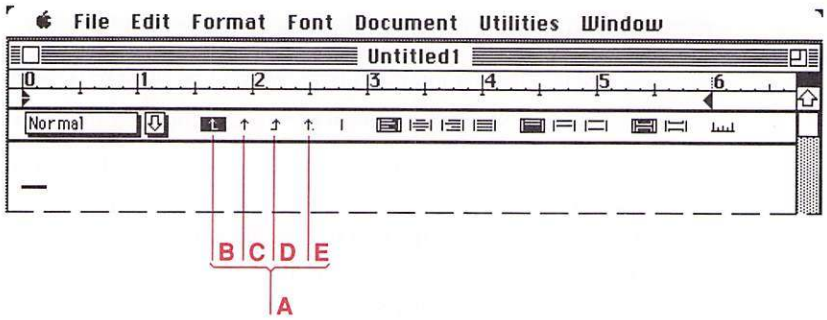
D *Flush right* Text aligns to the left of the tab stop.

To set or change tab stops, you can use the ruler or the Tabs button in the Paragraph command. Word applies the new tab to the paragraph in which the cursor is positioned or to the selected paragraph(s). If you change tab stops at the beginning of the document or while you are typing, the new tab stops remain in effect until you change them again or move the insertion point to a differently formatted paragraph.

Word's default tab stops are set every half inch, flush left. Word puts default tab stops at the left indent for hanging indents, and to the right of the last tab stop you set. You can change the default tab settings using the Document command. (For more information, see "Changing default tab stops" later in this topic.)

Setting a tab stop with the ruler

You use the following icons on the ruler to set tab stops.



A *Tab stop icons*
B *Flush left icon*
C *Centered icon*
D *Flush right icon*
E *Decimal-aligned icon*

To set tab stops using the ruler:

1. Select the paragraph(s) for which you want to set tabs.
2. Choose Show Ruler from the Format menu.
3. Click the tab icon.

   If you are using Full menus, you can choose the flush left, flush right, centered, or decimal-aligned tab icon.
4. Click below the ruler scale at the point(s) where you want to insert tab stops.

Word removes all default tab stops to the left of the new tab stop.

Setting a tab stop with the Paragraph command (Full Menus)

1. Choose Paragraph from the Format menu.
2. Click the Tabs button.

   Word displays the Tabs dialog box.
3. Type the position at which you want to set the tab in the Position box or click below the ruler scale at the point where you want to position the tab.

   Word's default unit of measure is inches. You can choose a different unit of measure by choosing Preferences from the Edit menu or you can type an abbreviation for the unit of measure (*in*, *cm*, *pt*, or *pi*).
4. Click the appropriate tab type.
5. Click the Set button to set the tab stop.

   When you click the Set button, a new tab stop appears at the position you specified.
6. Click OK to return to the Paragraph dialog box.

You can set a tab past the right indent—this is called a breakthrough tab. For example, you can use this to set apart page numbers from long text entries in a table of contents.

Removing a tab stop with the ruler

1. Select the paragraph(s) from which you want to remove the tab stop.
2. Choose Show Ruler from the Format menu, if necessary.
3. Drag the tab stop below the ruler and release the mouse button.

The tab setting is removed for that selection. Tab marks you've typed in your selection are not removed, so the text may readjust to reflect the new format.

If the selection includes two or more paragraphs with different tab stops, the ruler appears dimmed and shows the tab stops for only the first paragraph. If you remove a tab stop in the first paragraph, and there are tab stops in the following paragraphs at positions near the tab stop you removed, tab stops in the following paragraphs also may be removed.

Removing a tab stop with the Paragraph command (Full Menus)

1. Choose Paragraph from the Format menu.
2. Click the Tabs button. Word displays the Tab dialog box.
3. Type the tab stop position you want to delete in the Position box or click the tab stop on the ruler.
4. Click Clear to delete the selected tab stop or Clear All to remove all but the default tab stops.
5. Click OK to return to the Paragraph dialog box.

Moving a tab stop

1. Select the paragraph(s) in which you want to move the tab stops.
2. Choose Show Ruler from the Format menu, if necessary.
3. Drag the tab stop you want to move to the new position.

If you hold down the Shift key while dragging the tab stop, Word moves that tab stop and all tab stops to the right of it in unison.

When you release the mouse button, the text adjusts to the new position.

If the selection includes two or more paragraphs with different tab stops, the ruler appears gray and shows the tab stops for only the first paragraph. If you move a tab stop in the first paragraph, and there are tab stops in the following paragraphs at positions near the tab stop you moved, tab stops in the following paragraphs also may be moved.

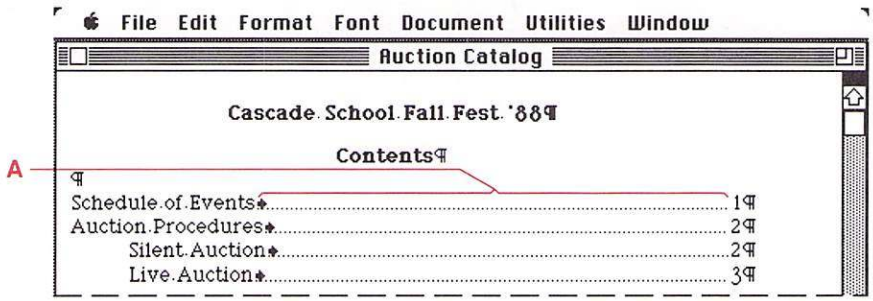
Changing default tab stops (Full Menus)

1. Choose Document from the Format menu.
2. Type the tab measurement you want in the Default Tab Stops box.
3. Click OK to change default tab stops for the current document.

   Click Set Default to change default tab stops for the current document and for future documents you'll create.

Adding, changing, or removing leader characters (Full Menus)

The space between text and the next tab stop is filled with a leader character. Word's default leader character is blank space, but you can choose periods, hyphens, or underlines from the Paragraph dialog box.



A *Leader characters*

To add or delete leader characters:

1. Select the paragraph(s) for which you want to add or delete leader characters.
2. Choose Paragraph from the Format menu.
3. Click the Tabs button.
4. If the tab stop for which you want to create a leader character already exists, type the tab position in the Position box or click the tab stop on the ruler. Otherwise, set the tab stop on the ruler or type a position in the Position box.
5. Click None to delete leader characters or click one of the other options to add or change leader characters.
6. Click Set to set the tab stop.

   Word displays leader tab stops with a dot to the left of the tab icon on the ruler.
7. Click OK to return to the Paragraph dialog box.

NOTE If you frequently add or delete tabs using the Tabs button in the Paragraph dialog box, you may want to add Tabs as a command to the Format menu using the Commands command.

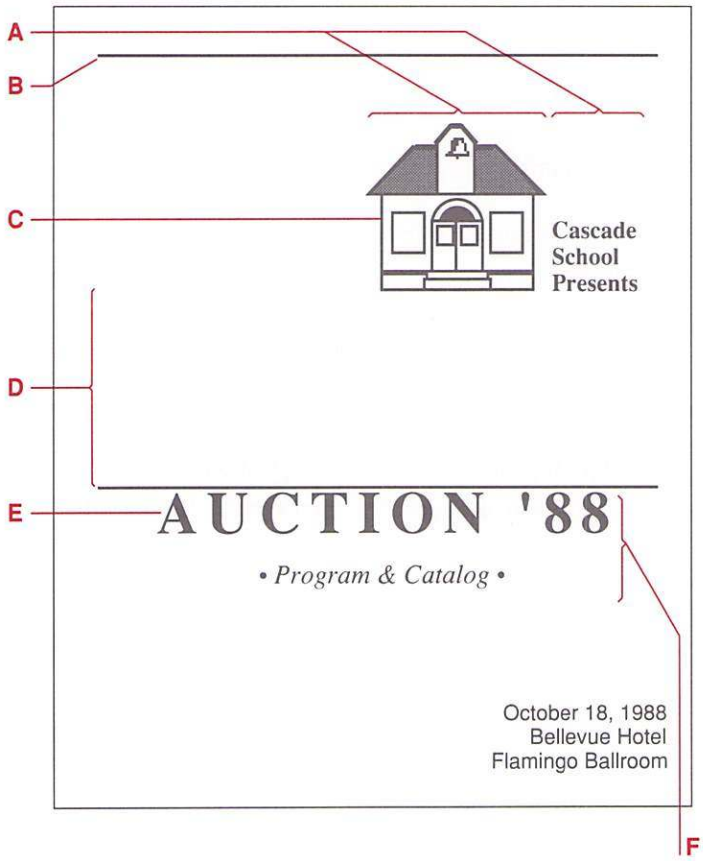
For information on	See
The ruler	Show Ruler/Hide Ruler Command
Transferring tables from other programs	Appendix C, "Using Word with Other Applications"
Creating tables	Tables Insert Table Command
Indenting Text	Indenting Paragraphs

Title Page

Word enables you to create both simple and complex title pages.

The following illustration shows different elements you can include on a title page, such as:

- Paragraph borders for horizontal lines
- Positioned text and graphics
- Large font size
- Expanded spacing between letters



A *You can position graphics and text using the options in the Position dialog box.*

B *You can include lines by using the Borders option in the Paragraph command.*

C *This graphic was created with SuperPaint.*

D *This space was created with empty paragraphs.*

E *You can expand the spacing between letters by using the Expanded option in the Character dialog box. You can use large font sizes by using the Size box in the Character dialog box.*

F *These paragraphs are centered.*

Creating a simple title page (Full Menus)

1. Place the insertion point at the beginning of the document.

   A quick way to do this is to press Command-9 (on the numeric keypad).

2. If you want special headers or footers, or no headers or footers, choose Section from the Format menu and turn on the First Page Special option.

   This also prevents Word from automatically adding a page number to the title page and adds the Open First Header and Open First Footer commands to the Document menu.

3. Type the text for the title page.

4. Format the text with commands from the Format and Font menus.

   To position the text horizontally, choose Paragraph from the Format menu and set indents or use the alignment icons on the ruler.

   To position text or graphics at a specific position on a page, use options in the Position command on the Format menu.

5. At the end of your title page text, press Shift-Enter to insert a page break.

You can add the current time and date to your title page by inserting them from the glossary.

When you have finished the title page, start your body text after the page break you inserted.

Creating a title page with the Section command (Full Menus)

If you create a title page with its own section, you can add special headers or footers containing the date and time, you can apply special page numbers, and you can choose to have multiple columns.

1. Insert a section mark at the beginning of the document by pressing Command-Enter.

2. Position the insertion point above the section mark.

3. Choose Section from the Format menu and set the options you want.

   For example, you may want to turn off the Page Numbering option and type the number of columns you want for your title page.

4. Click OK to close the Section dialog box.

5. Type the text for the title page and paste in graphics, if you like.

6. Format the title page with the Paragraph and Character commands from the Format menu.

7. Use options in the Position and Section commands to position different elements on the page.

For information on	See
Creating a new section	Section Command Sections
Designing a page	Page Layout Document Command
Formatting	Character Command Character Formatting Paragraph Command Paragraphs
Using headers or footers	Headers and Footers Open Header Command Open Footer Command
Multiple-column formats	Columns
Positioning objects	Graphics Paragraph Command
Numbering the second document page from 1	Numbering Pages

Typing Text and Numbers

When you open a new document, the insertion point is at the beginning of the document so that you can begin to type text immediately. To add text to a new place, position the insertion point at the point where you want the text and start typing. The text appears to the left of the insertion point and in the current style applied to the paragraph. You cannot position the insertion point below the document's end mark.

As you type and reach the end of a line, Word automatically moves the insertion point, and the last word if it is incomplete, to the next line. This process is called wordwrap, and it is one of the most important benefits of word processing software: if you insert or delete text, the lines of text automatically adjust to accommodate the changes. Wordwrap also means that you do not have to watch for the end of the line; you never need to press Return unless you want to start a new paragraph.

There are two situations in which you want to prevent wordwrap:

- At the end of a paragraph (press Return).
- When you want to begin a new line but not a new paragraph (press Shift-Return).

Typing text

The following table shows the basic procedures for typing or deleting text.

To	Press or do this
Create a new paragraph	Return
Start a new line	Shift-Return
Create a new paragraph, leaving the insertion point in the original paragraph	Command-Option-Return (Full menus)
Erase a typing mistake	Backspace or Delete
Delete a character to the right of the insertion point	Command-Option-F (Full menus)
Replace text	Select text and type

Typing numbers with the keypad

Normally, the Macintosh keypad keys are reserved for keyboard commands, but you can use the Clear key to switch between using the keypad to enter keyboard commands and using it to type numbers.

To type numbers with the keypad:

1. Press Clear on the keypad.

   "Num. Lock" appears in the lower-left corner of the window to let you know that you can type numbers on the keypad.

2. Type numbers or symbols on the keypad.

To use the keypad for keyboard commands:

- Press Clear again.

  "Num. Lock" disappears from the lower-left corner of the window.

For information on	See
Using the keyboard	Keyboard

Underline Command

On the Format menu.

The Underline command underlines selected characters or removes underlining if all the characters are already underlined. If you have multiple formats in your selection, Word uses the first character in the selection to determine whether to turn the underline format on or off. For example, if the first character in the selection is in underline format, Word turns off underline format for the entire selection.

This is underlined text.

With Full menus, you can use the Character command to choose additional types of underlining: underline words only, double underline, and dotted underline.

You can choose the Underline command before typing so that the text you type at the insertion point is in underline format.

For information on	See
Formatting characters	Character Command Formatting Characters
Creating horizontal lines	Forms

Undo/Redo Command

On the Edit menu.

The Undo command reverses your last editing or formatting action. If you've used a command that you can reverse, its name appears after Undo on the menu (for example, Undo Paste). When you type, the command becomes Undo Typing, which will discard the information you just typed.

When you undo a command, the Undo command changes to Redo, followed by the name of the reversed command or action (for example, Redo Typing). Redo can also be undone.

If the most recent command cannot be undone, the Undo command changes to Can't Undo and is dimmed on the menu.

You can use Undo to reverse the following commands and actions:

- Undo or Redo command
- Cut command
- Copy command
- Paste command
- Clear command
- Paste Link and Update Link commands
- Editing links (QuickSwitch)
- Insert Graphics command
- Character, Paragraph, Section, and Cells commands
- Font menu commands
- Footnote command
- Insert Table and Edit Table commands
- Change command
- Hyphenate command
- Index command
- Table of Contents command
- Renumber command
- Sort command

- Typing, including backspacing
- Inserting a glossary entry
- Applying a style
- Inserting section and page breaks
- Assigning or removing glossary entries and styles from the Work menu

The results of using Undo after various commands and actions are summarized in the following table:

Command or action	Effect of Undo
Typing	New text typed since last command or action is removed.
Cut, or backspacing when text selected	Deleted selection is restored.
Change	Reverses last change only.
Change All	Reverses all changes of a single Change All action.
Formatting	Previous formatting restored.
Paste, Insert Graphics	Inserted selection removed; replaced selection restored.
Inserting glossary entry	Glossary entry removed.
Footnote	Last reference mark added is removed; if you've typed footnote text, the text is removed but not the reference mark.
Hyphenation	Hyphens inserted during last hyphenation are removed.
Renumber	Previous numbers restored.
Sorting	Previous order restored.
Index, Table of Contents	Index or table of contents removed.

You cannot use Undo to reverse these commands:

- File menu commands
- Preferences command
- Commands command
- Repaginate Now command
- Outlining command
- Document command
- Find command
- Go To command
- Spelling command
- Calculate command
- Window menu commands

Update Link Command

On the Edit menu (Full menus only).

Word has a built-in utility called QuickSwitch that you can use when running Word under Apple's MultiFinder. QuickSwitch enables you to link information shared by Word documents with documents created in other programs. You first copy text or graphics into a Word document from any application that supports QuickSwitch. Then, if the original information changes, you can use Word's Update Link command to automatically update the corresponding information in your Word document.

With Update Link you can update the Word copy to reflect changes previously made to the original file. If you want to edit the original file and update the Word copy in one step, use the Edit Link command.

In order to use the Update Link command, you must identify the information copied into your Word document with a hidden paragraph. When you use the Paste Link command to paste information into your Word document, Word automatically inserts this hidden identifier paragraph. You also can type the identifier paragraph. See "Paste Link Command" for instructions on typing the identifier paragraph. Word uses this identifier paragraph to link the information in Word to the source information.

Updating linked information (Full Menus)

1. Select the information in Word that you want to update.

   To update all information, select entire lines. To update information for particular columns or cells, select only those columns or cells.

2. Choose Update Link from the Edit menu.

   If necessary, Word starts the application from which you copied the source information. Word then opens the source document, copies the updated information, and transfers the information to your Word document.

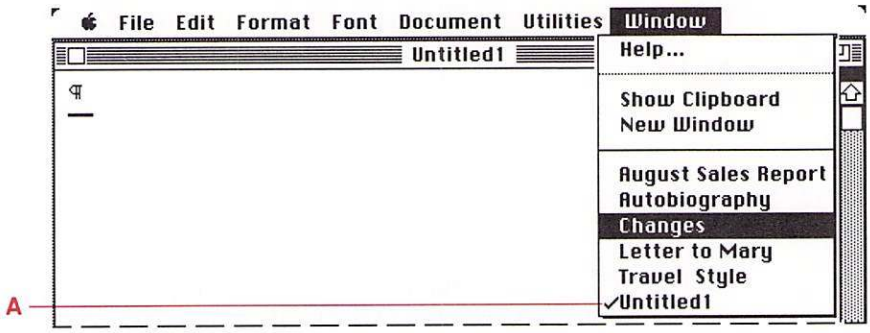
   If Word cannot find the source program or the source file, it displays a dialog box asking you to locate the program or the file. In some cases, Word will not be able to start the source application automatically and will display a dialog box requesting you to start the application. Switch to the Finder and start the application. Then return to step 1.

NOTE For versions of Excel prior to 1.5, Update Link will not automatically return to Word. Instead, Update Link will operate the same as Edit Link; you must press Command-, (comma) to return to Word.

For information on	See
Using MultiFinder	Appendix C, "Using Word with Other Applications"
Editing and updating pasted information	Edit Link Command
Using QuickSwitch with Microsoft Excel and Word	Appendix C, "Using Word with Other Applications"
Pasting linked information from other applications Entering an identifier paragraph	Paste Link Command
Troubleshooting: Word error messages	Appendix C, "Using Word with Other Applications"

Window Menu

The Window menu gives you a fast way to switch between open documents. It lists all the documents that you have open, in addition to the Help, Show Clipboard and New Window commands. Choose a document name from the Window menu to activate that document's window.



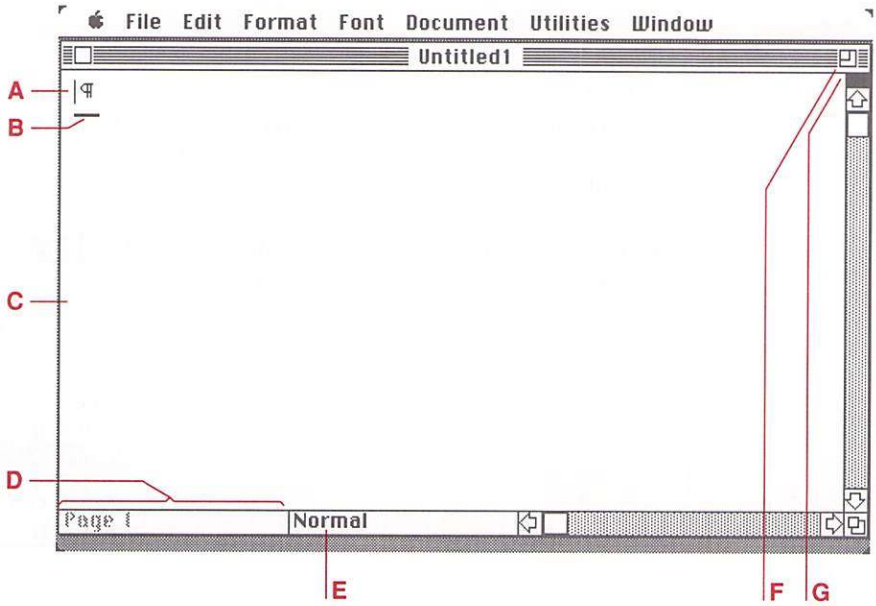
A *The current document is checked.*

For information on	See
The Clipboard window	Show Clipboard Command
Using windows	Windows
Opening new windows	New Window Command Open Command
Using Help	Help

Windows

Word displays each open document within a separate document window. The name of the document appears in the title bar of the window. The document window that contains the selection or insertion point is called the active window. The next command or action you perform occurs in the active window.

A Word document window contains many elements common to all Macintosh windows, such as the window title bar and the close, zoom, and size boxes in the corners of the window. Additional special elements, shown here in galley view, help you edit and move through the document.



A *Insertion point* Shows where the next characters you type will appear

B *End mark* Identifies the end of the document

C *Selection bar* Clicking in the selection bar quickly selects lines and paragraphs of text.

D *Page number area* This area displays status information in addition to page numbers.

E *Style name area*

F *Zoom box* Clicking the zoom box changes the window to a standard alternate size or restores the window to its original size. The type of monitor that you use and the number of open documents determine the original and alternate window sizes. You can change the alternate size by dragging the size box in the lower-right corner of the window.

G *Split bar* Click and drag the split bar to split a window or remove a split from a window (Full menus only).

The window elements just mentioned are present in galley, outline, and page views. In outline view and page view, the following elements also are present:

Outline view	The outline icon bar is displayed at the top of the window.
Page view	Paging icons are added to the bottom of the window.
	A selection bar is located along the left edge of each text area.

For more information about these screen elements, see "Outlining" and "Page View."

The Lower-Left Area of the Window

In the lower-left area of the window, Word displays status information that includes:

- Page number area — The page number appears in this area; the section number also appears for multisection documents. The page number changes as you scroll the document. When you drag the scroll box, this area displays the page number of the page you would move to if you released the mouse button. This area is dimmed if you have added or deleted text since you last printed or repaginated the document.

  The page number area also is used to report the progress of certain command actions or other information about your document. For example, when you choose the Repaginate Now command, the page number area reports the progress of the repagination. After you open or save a document, the total character count is displayed in the page number area. Also, this area shows measurements of certain document elements, such as graphics, as you move or size them.

  If you have paginated your document, you can quickly choose the Go To command by double-clicking the page number area.
- Style name area (Full menus only) — The style that is applied to the currently selected paragraph appears to the right of the page number. If additional formatting is manually applied to the paragraph, a plus sign (+) appears after the style name.

  You can display the Define Styles command by double-clicking the style name area.

Some keyboard actions require you to type a name or number in order to complete the action. When you choose the following keyboard commands, the page number area is converted to a prompt so that you can type the information:

- Apply a style to text (Command-Shift-S)
- Change the font (Command-Shift-E)
- Insert a glossary entry into a document (Command-Backspace or Command-Delete, depending on keyboard)
- Insert a special character (Command-Option-Q)

If you type when such a prompt is displayed, the prompt changes to a text box that displays the text you type. You can edit the text box using normal text-editing techniques. To complete an action, press Return or Enter. To cancel an action in progress, press Command-. (period).

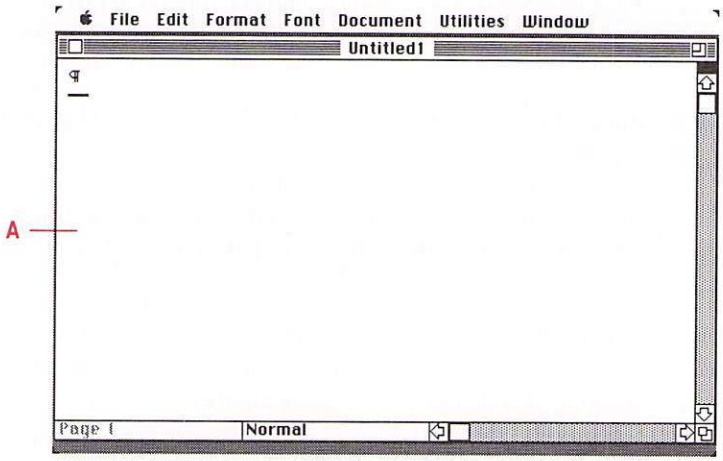
After you complete one of the above keyboard actions, you can click the page number area to restart the procedure without typing the key combination again.

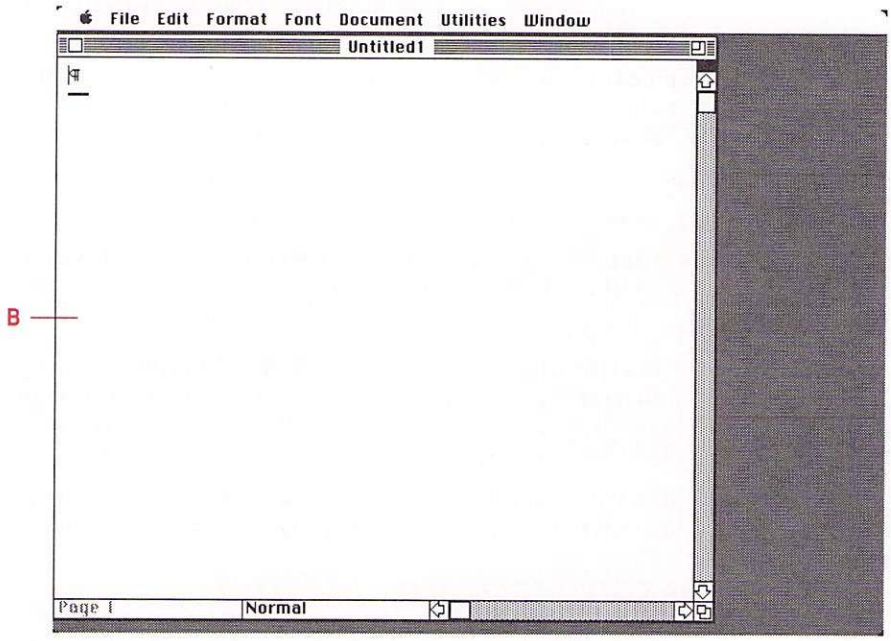
How Windows Are Arranged on the Screen

You can have up to 22 document windows open on the screen at once. If the active window is less than full size (if it doesn't fill the screen), it's possible to see more than one window at the same time. Word shows the active window on top of all other open windows.

Your monitor determines the size of the window in which new documents are initially displayed. If you are using the standard monitor, such as the monitor for a Macintosh SE computer, the document window fills the screen when you open a new document.

If you are using a large monitor, Word bases the initial full size of new document windows on the current default page size and margins. The full-size window may not cover the entire width of the screen if you use a small page size or set large margins.



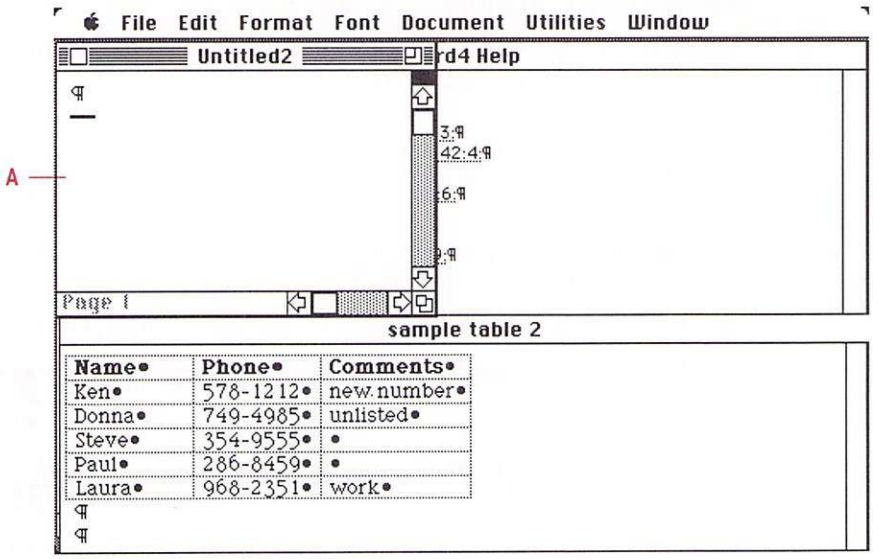


A *New document windows fill the screen on standard monitors such as the monitor for a Macintosh SE.*

B *On large monitors such as the standard Macintosh II monitors, the size of a new document window is determined by the size of the main text area.*

On all monitors, clicking the zoom box switches the window between its full size and an alternate size and position. If you have not previously moved and/or sized the window (using the size box in the lower right corner), Word adjusts the window to a default alternate size and position based on the number of open document windows. The size and placement of the windows on the screen allows you to see at least a portion of each window. If you have sized and/or moved the window, Word uses the size and position you set as the alternate.

When you open an existing document, Word restores the document window to the size and screen position current when you last edited and saved the document.



A *Clicking the zoom box of each open document initially shrinks the windows so that all are visible. The size and arrangement of the windows depends on the number of open documents.*

Working with Windows

Using Word, you can alter windows in the following ways:

- Change the size of a document window.
- Split a window to view a document two different ways or to see different parts of the same document.
- Move between open document windows.

Changing the size of a window

- To shrink or expand a window, drag the size box in the lower-right corner of the window inward or outward.
- To quickly shrink or expand the window, double-click the title bar or click the zoom box.

If you reduce the width of the window enough, the style name area at the bottom of the window does not appear.

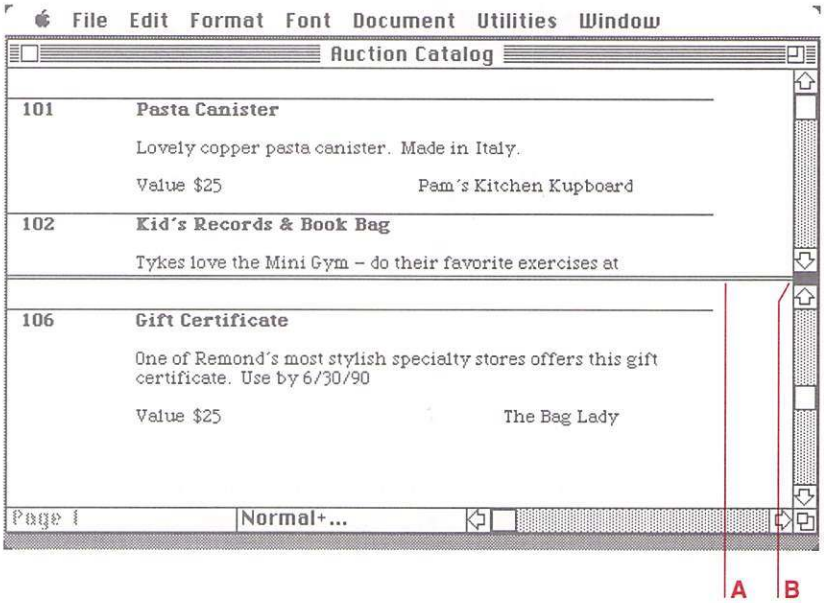
Splitting a window (Full Menus)

You can split a window to view different parts of your document. You can scroll through each split window independently, making it easier to move and copy text within a long document.

You also can display the document in different views in each part of the split window. For example, you can turn on outlining in one part of the window and galley view in the other.

Any changes that you make to your document in one window are immediately reflected in the other window.

- To split a window at a specific location, drag the split bar to the desired position.
- To split the window into approximately equal parts, press Command-Option-S or double-click the split bar.



A Two narrow lines divide the split window.

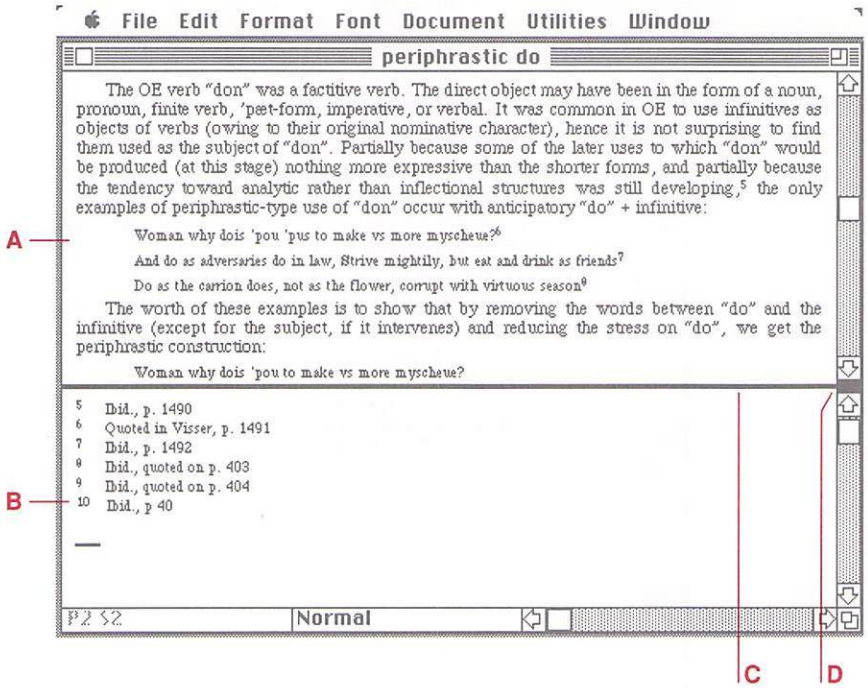
B *Split bar* Double-clicking the split bar splits the window into equal parts. Dragging the split bar splits the window at the point where you release the mouse button.

Splitting a window to view footnotes

In galley view, you can split a window and view the footnotes corresponding to the footnote reference marks visible in the main text. As you scroll through text containing footnote reference marks, the related footnotes are displayed in the footnote window.

You can split the window to view footnotes using any one of the following techniques:

- Hold down Shift and drag the split bar to the desired position.
- Press Command-Option-Shift-S.
- When the pointer is an I-beam, double-click a footnote reference mark in the main text area.



A *Main text window*

B *Footnote window* Footnotes in the footnote window correspond to the footnote reference marks visible in the main text of the document.

C Split between main text window and footnote window is shown by a single thick line.

D *Split bar* Hold down Shift while dragging the split bar to open the footnote window.

Removing a split from a window (Full Menus)

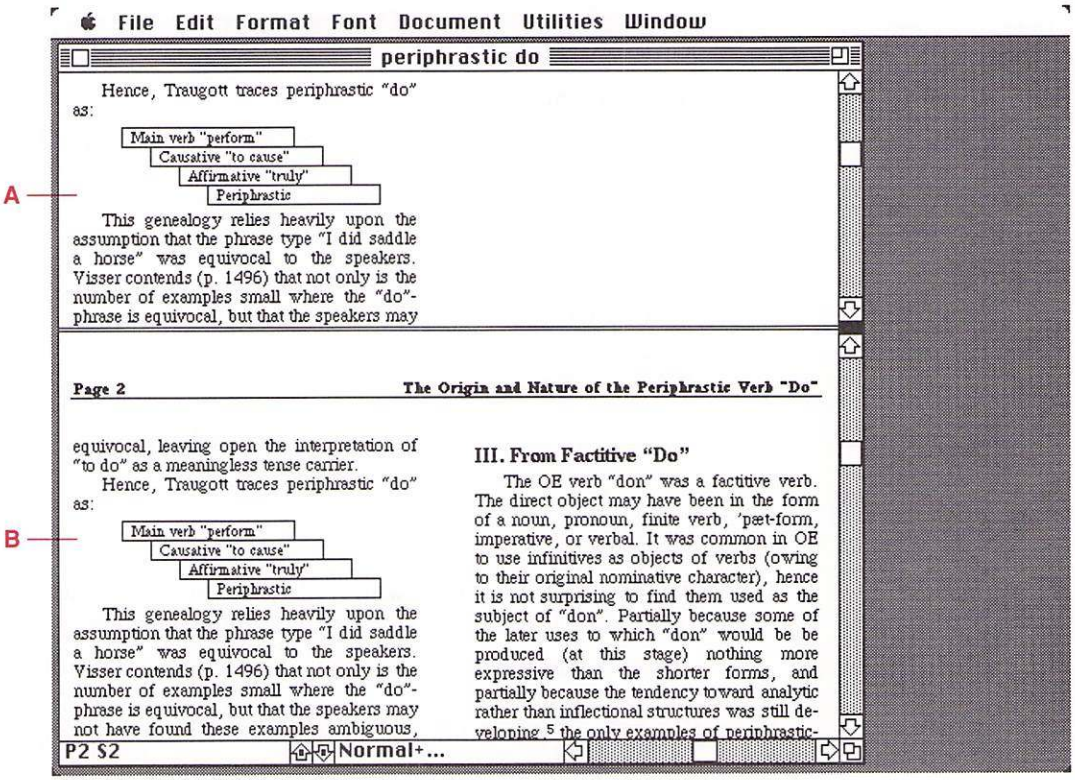
You can remove a split from a window using any of the following techniques:

- Drag the split bar to the extreme bottom or top of the window (until the split bar disappears).
- Press Command-Option-S.
- Double-click the split bar in the vertical scroll box.

Turning on different views of the document in split windows

1. Split the window as described earlier under "Splitting a Window."
2. Click the part of the window where you want to turn on a different view.
3. Choose Page View or Outlining from the Document menu.

If you already are in page view or outline view when you split the window, the second window is also in page view or outline view. Choosing Page View or Outlining again returns the active window to galley view.



A *You can type and edit text more quickly in this window in galley view...*

B *...and in this window, you can see what the current page will look like when printed.*

Moving to a different window

If the active window is full size, you cannot see the other open document windows, but the Window menu lists the document names. To move to a different opened document, select its name from the menu.

If a document window is less than full size, you may be able to see more than one window on the screen at once.

Depending on which document windows are visible, you can move between open documents in one of several ways.

To move to a visible document window:

- Click in the window you want to go to.

  That window comes to the top of the display and becomes the active window. The active window may overlap or hide other windows.

To move between document windows when only the active document window is visible:

- Press Command-Option-W.

  The window that was below the active window comes to the top. Other document windows may not be visible, depending on the size of the new active window.

If you have many documents open, choosing the document name from the Window menu is a convenient way to move quickly between document windows.

- Choose a document name from the Window menu.

  That document window comes to the top of the display.

For information on	See
Scrolling techniques	Scrolling
Keyboard commands	Keyboard

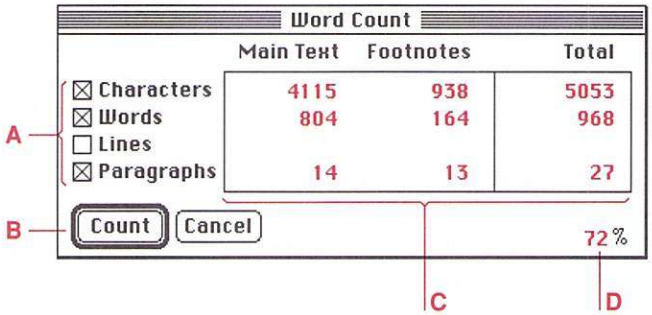
Word Count Command

On the Utilities menu (Full menus only).

The Word Count command displays the number of characters, words, lines, and paragraphs in the main text and footnotes of an entire document or the selection. The Word Count command does not count text in the headers and footers of a document.

When you choose Word Count, Word displays the following dialog box. Select the items you want Word to count and then click the Count button.

NOTE If your document has positioned paragraphs, line count will be inaccurate.



The items in red appear only after you click the Count button.

A *Select the items you want Word to count.*

B *Changes to Stop button while count is in progress*

C *Main text, footnote text, and total document counts*

D *Percentage of document counted (appears only while count is in progress)*

Word counts the items in the main text first and then counts the items in the footnotes of your entire document. As Word counts, it displays the current count in the Main Text and Footnotes columns and displays the percentage of the document that has been counted in the lower-right corner of the dialog box.

When Word has finished counting, it displays the total counts in the Total column.

To stop the counting while it is in progress, click the Stop button.

To exit from Word Count and return to your document, click the Cancel button.

Work Menu

The Work menu appears only if you add a document, glossary entry, or style to it. The Work menu disappears when you have removed the last command on it.

Items added to the work menu are saved between sessions in the Word Settings file.

Menu items are separated according to type by a dotted line: document names are listed first, then glossary entry names, then style names.

For information on	See
Word menus, and adding or removing commands on the Work menu	Menus

Appendix A

Operating Limitations

Editing documents is easier if you keep within the operating limits recommended for Word. The following table shows absolute and recommended operating limits:

Operating parameter	Absolute limit	Recommended limit
Number of open windows	22	*
Number of open documents	22	*
Maximum file size	16 million characters	1 million characters
MultiFinder memory requirements	384,000 bytes (minimum)	512,000 bytes or more
Length of style names	254 characters	No recommended limit
Number of styles in a style sheet	255	No recommended limit
Number of words in a user dictionary	64,000	1,000
Number of open dictionaries (including user and main dictionary)	5	No recommended limit
Length of a glossary entry name	32 characters	No recommended limit
Number of glossary entries in a glossary	*	*
Number of print merge fields in a data document	127	No recommended limit
Number of columns in a table	31 (excluding column of trailing cells)	No recommended limit
Number of rows in a table	No limit	No recommended limit
Maximum cell height	Height of page	No recommended limit
Minimum column width	0 (will not be visible)	No recommended limit

* Limited only by available disk space.

Appendix B

The Original Keyboard

This appendix is for users who have the original Macintosh keyboard — the keyboard without built-in arrow keys or a numeric keypad.

Included here are key combinations for moving the insertion point, selecting text, scrolling through a document, and outlining. You can use the original keyboard or the add-on numeric keypad. Be sure that Num Lock is off before using the keypad.

NOTE A dash (—) in the tables indicates that a feature is not available on the numeric keypad.

Moving the Insertion Point

Press the following key combinations to move the insertion point. You'll notice that the last keys of the Command-Option key combinations (J, K, O, and ,) form a diamond shape on the keyboard; the key you use to move up is the uppermost point, the key you use to move left is the leftmost point, and so on. This is also true of the keys on the add-on numeric keypad (4, 6, 8, and 2).

To move to	On the original keyboard, press	On the numeric keypad, press
Next character	Command-Option-L	→ or 6
Previous character	Command-Option-K	← or 4
Next word	Command-Option-;	Command-6
Previous word	Command-Option-J	Command-4
Line above	Command-Option-O	↑ or 8
Line below	Command-Option-,	↓ or 2
Paragraph above	Command-Option-Y	Command-8
Paragraph below	Command-Option-B	Command-2

To make other moves with the original keyboard, you must press and release the single quote (') key as well:

To move to	On the original keyboard, press	On the numeric keypad, press
Next sentence	Command-Option-'-;	Command-1
Previous sentence	Command-Option-'-J	Command-7
Beginning of line	Command-Option-'-K	7
End of line	Command-Option-'-L	1
Top of window	Command-Option-'-O	Command-5
Bottom of window	Command-Option-'-,	—
Top of document	Command-Option-'-P	Command-9
Bottom of document	Command-Option-'-.	Command-3

To repeat a move, repeat the last two keystrokes.

Selecting Text

To select text, hold down the Shift key while pressing the keys that move the insertion point. (This applies to key combinations listed earlier in "Moving the Insertion Point.")

To select a block of text, move the insertion point to the beginning of the text you want to select, hold down the Shift key, and then move the insertion point to the end of the selection and click.

To select	On the original keyboard, press	On the numeric keypad, press
Previous character	Command-Shift-Option-K	Shift-4
Next character	Command-Shift-Option-L	Shift-6
Previous word	Command-Shift-Option-J	Command-Shift-4
Next word	Command-Shift-Option-;	Command-Shift-6

NOTE If the insertion point is within a word, that word is selected, rather than the next or previous word.

Using the "more" key combination

You can press Command-Shift-Option, press and release the single quote (') key, and then press another key combination to add to the selection. For example:

To select	On the original keyboard, press	On the numeric keypad, press
Previous sentence	Command-Shift-Option-'-J	Command-Shift-7
Next sentence	Command-Shift-Option-'-;	Command-Shift-1

NOTE If the insertion point is within a sentence, the text from the insertion point to the end or beginning of that sentence is selected, rather than the next or previous sentence.

To extend a selection:

- Press the selection character key as many times as needed.

  For example, to extend a one-character selection three characters to the right, first press Command-Shift-Option-L, and then press L three more times while continuing to hold down Command-Shift-Option.

To select an entire document:

- Press Command-Option-M.

Scrolling Through a Document

You may need to scroll through a document before deciding where you want to move the insertion point.

To move	On the original keyboard, press	On the numeric keypad, press
Scroll up one line	Command-Option-[	—
Scroll down one line	Command-Option-/	—
Scroll up one screen	Command-Option-P	9
Scroll down one screen	Command-Option-.	3

Outlining Keys

When you are displaying a document in outline view, the functions of certain keys on your Macintosh keyboard change to help you work with the outline. Even if a document is not in outline view, you can perform certain outlining actions by pressing Command-Option-T, and then pressing the keys shown in the following table.

This table shows the keyboard actions that correspond to the actions of the icon bar in outline view.

To	Press Command-Option-T and then
Promote heading	K
Demote heading	L
Demote heading to body text	>
Move heading up	O
Move heading down	,
Expand text	+
Collapse text	-
Expand all text	A
Display headings to selected level	1, 2, 3, 4… (not on keypad)
Display first line of body text	B
Display character formatting	F

Appendix C

Using Word with Other Applications

You can transfer information between Microsoft Word and most other Macintosh applications to add graphics to Word documents, include text or numbers created in another application, or transfer information created or revised in Word to another application.

Word and the Macintosh provide three ways to transfer information between applications:

- By using Macintosh's Copy and Paste commands. Copy the text or graphic to the Clipboard or Scrapbook, then paste the information from one application to another.
- By saving or opening documents in ASCII or other formats.
- By using Apple's MultiFinder and Word's QuickSwitch feature. When running Word under MultiFinder, you can use the QuickSwitch commands — Edit Link, Paste Link and Update Link — to transfer and quickly update text or graphics copied from Microsoft Excel, SuperPaint, MacDraw, or MacPaint files.

You also can transfer Word documents to other Word users using Microsoft Mail and an AppleTalk network. When transferring Word documents through Microsoft Mail using the Send Mail and Open Mail commands on Word's File menu, all of the formatting for the document is retained. For more information on using Microsoft Mail to transfer Word documents, see Appendix G, "Using Microsoft Mail in Word."

You also can transfer ASCII files to or from other computers by using a communications application, such as Microsoft Works. A DCA/RTF translator also is provided on your Word disks that allows you to translate IBM PC and compatible word processing files that use DCA format to the RTF format, which can be read by Microsoft Word for the Macintosh. (See Appendix F, "Converting DCA Documents" for more information.)

Transferring Information Between Word and Other Applications

You can transfer information such as text, graphics, spreadsheet data, and database records between applications using the Macintosh Clipboard and Scrapbook.

You can transfer an entire Word document to another application by saving it in a file format that can be read by the other application. Word can save in the following file formats:

- ASCII (text only or text only with line breaks)
- Microsoft Word 1.0 (Microsoft Works)
- Microsoft Word 3.0x (Microsoft Write)
- Microsoft Word (MS-DOS)
- MacWrite
- Microsoft Interchange format (RTF)

In Word, you can open documents saved in a variety of other file formats. Word shows you all documents you can open in the Open dialog box on the File menu. You also can open any other document and have Word interpret it as ASCII information. For more information on opening documents, see "Open Command."

Transferring spreadsheet and database information

When you transfer text from Word to any Microsoft application that uses columnar information, such as a database or spreadsheet application, make sure that your text for each field or cell is separated by tabs, or that the text to be transferred is formatted as a Microsoft Word table (with cells). Otherwise, when the text is transferred, it will be displayed in the second application as a long string of characters rather than as separate data items.

Summary of transferring information

The following table summarizes how to transfer information to and from Word, other Microsoft applications, SuperPaint, MacDraw, and MacPaint.

Application	To Word	From Word
All	Copy and paste selections via Clipboard or Scrapbook.	Copy and paste selections via Clipboard or Scrapbook.
	Open documents in Word as ASCII text.*	For applications that accept ASCII files: save Word documents as Text Only or Text Only with Line Breaks.
Microsoft Chart	Copy and paste charts.	Copy and paste numbers: use the Insert Table command to format the text as a table; or use tabs to separate fields, and press Return to start new rows.
Microsoft Excel	Copy and paste selections first using Paste Link; then update information with QuickSwitch.	Copy and paste selections: use the Insert Table command to format the text as a table; or use tabs to separate cell contents, and press Return to start new rows.
Microsoft File	Save File reports as Text Output, then open the report directly in Word.	Copy and paste selections: use the Insert Table command to format the text as a table; or use tabs to separate fields, and press Return to start new records.
Microsoft Multiplan®	Copy and paste selections. Open SYLK documents directly in Word.	Copy and paste selections: use the Insert Table command to format the text as a table; or use tabs to separate cell contents, and press Return to start new rows.
Microsoft Write	Open Write documents directly in Word or copy and paste selections via the Clipboard.	Save documents in the Microsoft Word 3.0 file format or copy and paste selections via the Clipboard.

(continued)

* Hold down Shift while choosing Open from the File menu. Select the document. Word "reads in" the document as ASCII text. The document may contain additional characters, usually represented by small boxes (□), which you then can delete.

Application	To Word	From Word
Microsoft Works	Open word processor and communications documents directly in Word. Copy and paste selections from database and worksheet documents.	Save word processor and telecommunications documents in the Microsoft Word 1.0 file format. For worksheet and database documents, copy and paste selections: use the Insert Table command to format the text as a table, or use tabs to separate cell contents and press Return to start new rows.
MacDraw	Copy and paste selections first; update graphics with QuickSwitch.	Copy and paste selections: text remains text in MacDraw. Or use Command-Option-D to create a graphic in Word; then update the graphic in MacDraw.
MacPaint	Copy and paste selections first; update graphics with QuickSwitch. Open MacPaint files in Word.	Copy and paste selections: text pasted into MacPaint becomes a graphic.
SuperPaint	Copy and paste selections first using Paste Link; update graphics with QuickSwitch. Save files in MacPaint format and open them directly in Word.	Copy and paste selections.

Transferring Information with MultiFinder

MultiFinder, available from Apple Computer, Inc., allows you to have more than one application open at the same time. If you use an application that can run in the background, your Macintosh can perform one task while you work on another task in a different application.

Using MultiFinder you can switch between Microsoft Word and another application, such as Microsoft Excel or Microsoft Works, without quitting Word. You can switch between two or more open applications and easily transfer information between them.

This section assumes you are using a Macintosh with at least 2 megabytes of memory and an external 800K disk drive and/or a hard disk. You also can use a Macintosh with only 1 megabyte of memory, but the smaller amount of memory will limit the number of applications you can run with Word. For example, you will not be able to run both Microsoft Excel and Microsoft Word.

About this section

This section provides basic information about using MultiFinder to run Word with other applications. This information applies to the MultiFinder version 1.0 included on the Macintosh System Tools disk version 5.0 (or later). Do not use earlier versions of the System and Finder than were shipped on the System Tools disk version 5.0 with MultiFinder.

This section lists only special tips and limitations of the applications you will use with Word under MultiFinder. It does not describe all of MultiFinder's features. Before you begin using MultiFinder, read the MultiFinder manual provided by Apple.

Appendix C

IMPORTANT MultiFinder version 1.0 has been tested with the applications described in this appendix. Microsoft is not responsible for problems caused by using MultiFinder with a non-Microsoft product. Microsoft and Apple Computer, Inc. cannot guarantee the reliability of every combination of applications used with MultiFinder.

Installing MultiFinder

To use MultiFinder, you must install MultiFinder in the System Folder of the disk you use to start up your Macintosh. Then select MultiFinder as the startup finder. Installation of MultiFinder is explained in the Apple MultiFinder manual provided with the MultiFinder software. Detailed instructions for turning MultiFinder on and off are provided in the Apple MultiFinder manual; the following sections provide the basic information you need to turn MultiFinder on and off once it is installed.

Turning on MultiFinder

If MultiFinder does not turn on automatically when you turn on your Macintosh, make sure that MultiFinder is installed in the System Folder on the disk that you use to start your Macintosh. Then, to turn on MultiFinder:

1. Turn on your Macintosh.
2. Choose Set Startup from the Special menu in the Finder.
3. Click MultiFinder.
4. Click OK.

   MultiFinder will be turned on the next time you restart or turn on your Macintosh.
5. Choose Restart from the Special menu to turn on MultiFinder now.

   MultiFinder is activated and the Finder is displayed. When MultiFinder is on, the MultiFinder icon appears at the right of the menu bar.

Turning off MultiFinder

To turn off MultiFinder and use the Finder:

1. Choose Set Startup from the Special menu in the Finder.
2. Click Finder.
3. Click OK.

   The Finder will be used instead of MultiFinder the next time you restart or turn on your Macintosh.
4. To turn off MultiFinder now, choose Restart from the Special menu.

If your startup disk has MultiFinder set to turn on, but you don't want to use MultiFinder the next time you start up your Macintosh, hold down the Command key and then start or restart your computer. Continue holding down the Command key until the menu bar appears, and then release it. If you restart your computer again without holding down the Command key, MultiFinder will be turned on again. To turn off MultiFinder for all startups, perform the previous procedure.

Starting applications under MultiFinder

Starting applications under MultiFinder is the same as starting applications under Finder; the only difference is that you do not have to quit the currently open application to start another application. The amount of memory in your Macintosh will limit the number of applications you can have open. Word requires a large block of memory, so the number of other applications you can start in addition to Word may be limited.

NOTE Word requires a minimum of 384K of available memory in order to operate reliably. Do not start up Word with less than this amount of memory available. You can run Word with additional memory available; with additional memory, you will be able to open more documents at once and make more extensive changes to your document. See the MultiFinder manual for information on setting the amount of memory used by each open application.

To start an application under MultiFinder:

- In the Finder, double-click the application's icon to open the application.

To start another application:

1. Choose Finder from the Apple menu.
2. Double-click the application's icon.

Desk Accessories (DAs) also can be opened and left open while you are running Word and other applications under MultiFinder. To open a Desk Accessory, select it from the Apple menu. If you switch to another application, the DA may be hidden under the current application's window. However, the DA is still open and you can switch back to it by choosing the DA from the Apple menu.

Switching between open applications or DAs with MultiFinder

There are four ways you can switch between open applications or DAs:

- Click in the application's open window or click the DA's window. To return to the Finder, click a Finder window or icon.
- Choose the name of the application or DA from the Apple menu.

  MultiFinder lists all of the open applications under the Apple menu and places a checkmark in front of the current application.
- Double-click the application's dimmed icon (on the desktop).

  When an application is open, its desktop icon is dimmed.
- Click on the MultiFinder icon at the right of the menu bar to switch to the next application. The Finder is always considered the first opened application.

Transferring information via the Clipboard with MultiFinder

With MultiFinder, you can transfer information between applications using the Copy and Paste commands without having to quit any of the open applications. You also can use the QuickSwitch features described later in this appendix to quickly transfer information between Microsoft Word and other applications that support QuickSwitch (such as Microsoft Excel).

Make sure you are in the application that has the information you want to copy.

Then, to transfer information between applications via the Clipboard:

1. Select the information you want to copy.
2. Choose Copy from the Edit menu.

   The information is copied to the Clipboard.
3. Switch to the other application.

   If the application is not open, switch to the Finder and double-click the application's icon or double-click the file into which you want to paste the information.

   MultiFinder copies the Clipboard contents of the source application to the Clipboard of the destination application.
4. If the file that you want to paste the information into is not open, open the file.
5. Position the insertion point or select where you want to paste the information.
6. Choose Paste from the Edit menu.

MultiFinder notes and limitations

Word has some special requirements or limitations when running under MultiFinder.

Temporary files When you switch to the Finder, you'll see the temporary files that Word and other applications are using. These files have a generic icon and have names such as Word Temp1 and Word Temp2 (Microsoft Word), and Paint1 and Paint2 (MacPaint). Do not remove these files, as you may lose information or cause the application to crash. The application removes these files when you quit.

If Word encounters an error from which it cannot recover, a Word temporary file remains in the System folder after you restart your Macintosh. Always quit Word before you delete any Word temporary file(s).

Memory usage Word requires a minimum of 384K of memory to run. To run Word with other large applications, such as Microsoft Excel, you should have at least 2 megabytes of memory. You can run Word under MultiFinder on a Macintosh with 1 megabyte of memory, but the smaller amount of memory limits the combination of applications you can run with Word.

Using Background LaserWriter Printing with Word and MultiFinder

MultiFinder allows you to run a background LaserWriter printing program so that a Word document can print on the LaserWriter at the same time you are editing a document with Word. To use background printing, install the background printing utilities available from Apple Computer, Inc. (described in the MultiFinder manual).

To turn on background printing:

1. Choose Chooser from the Apple menu.
2. Click the LaserWriter icon.
3. Click the Background Printing On option.

   To turn background printing off, click the Off option.
4. Click the name of the LaserWriter you want to print to.

When you print a document with background printing, the utility Print Monitor is opened. This utility shows the status of all documents currently in the print queue. (For complete details on using Print Monitor, see your MultiFinder manual.)

To view the status of documents you are printing:

- Select the Print Monitor utility from the Apple menu to bring the utility to the front.

The Print Monitor utility is closed automatically when all documents have been printed.

Updating Microsoft Excel Information with QuickSwitch

When you use Word with Microsoft Excel and MultiFinder, you can use the QuickSwitch feature to quickly update information you've copied from Microsoft Excel. See "Edit Link Command," "Paste Link Command," and "Update Link Command" for more information on transferring information to be updated using the QuickSwitch feature.

Once you've copied information from Microsoft Excel to Word, you can use QuickSwitch to switch back to Microsoft Excel, update information, then switch back to Word.

You can use the QuickSwitch features with Microsoft Excel 1.03 or higher.

Copying Excel data to Word (Full Menus)

To use QuickSwitch (Edit Link, Paste Link and Update Link commands on the Edit menu) with Microsoft Word and Microsoft Excel, the Microsoft Excel information pasted into Word must be identified with a hidden paragraph. If you are using Microsoft Excel 1.5 or higher, you can use the Paste Link command to automatically insert the hidden paragraph; otherwise, you must type the hidden paragraph.

To copy Microsoft Excel 1.5 (or higher) information into Word using Paste Link:

1. Select the information in Microsoft Excel that you want to copy into your Word document.
2. Choose Copy from the Edit menu.

   The selection is copied to the Clipboard.
3. Switch to Microsoft Word using any of the MultiFinder switching techniques and open the document into which you want to paste the information.
4. Position the insertion point where you want to paste the information.
5. Choose Paste Link from the Edit menu.

   The Microsoft Excel information is inserted into the Word document as tab-delimited text and is preceded by an identifier paragraph. This paragraph is used by QuickSwitch to identify the location of the source Microsoft Excel information.

The identifier paragraph is formatted as hidden text, so it will not print. The paragraph contains *Excel!filename!areaname* where *filename* is the name of the source Microsoft Excel document or chart document, and *areaname* identifies the area in the Microsoft Excel worksheet that corresponds to the information you inserted.

NOTE Because the identifier paragraph is always inserted before the Microsoft Excel information when you choose Paste Link, the Microsoft Excel information will always start at the beginning of a paragraph.

When you copy information into Word from Microsoft Excel versions 1.03, 1.04, or 1.06, you must type the hidden paragraph so you can use QuickSwitch to update the information. To do that:

1. Select the information in Microsoft Excel that you want to copy into your Word document.
2. Choose Copy from the Edit menu.

   The selection is copied to the Clipboard.
3. Switch to Microsoft Word using any of the MultiFinder switching techniques and open the Word file into which you want to paste the information.
4. Position the insertion point where you want to paste the information.
5. Choose Paste from the Edit menu.

   The data are pasted into your Word document using tabs to separate columns and Returns to separate rows.
6. Position the insertion point at the beginning of the copied information and type the identifier information *Excel!filename!areaname*

   Filename is the name of the source Microsoft Excel document or chart document, and *areaname* identifies the area in the Microsoft Excel worksheet that corresponds to the information you inserted.

   For *areaname*, you can type the name of the named Microsoft Excel area, or you can type a range of cells in R1C1:R2C2 format. For example, if you copied a block of cells beginning in row 4, column B and extending to the cell in row 6, column H, type *Excel!filename!R4C2:R6C8*

   For a chart, type just *Excel!filename* where *filename* is the name of the source Microsoft Excel chart document.
7. Press Return at the end of the identifier paragraph.
8. Select the entire identifier paragraph.
9. Choose Character from the Format menu.
10. Turn on Hidden under Style and click OK.

If you want to take advantage of Word's table formatting features, you can format the transferred information into a Word table by selecting the transferred text (excluding the hidden identifier paragraph) and choosing Insert Table from the Document menu. You still can use QuickSwitch to update the information in the table if you change the source information in Excel.

Updating Microsoft Excel information in Word (Full Menus)

To update Microsoft Excel information that is preceded by an identifier paragraph:

1. In Word, select the Microsoft Excel information you want to update.

   To update all information, select entire lines. To update information for particular columns, select only those columns.

2. Choose Update Link from the Edit menu.

   Word starts up Microsoft Excel if necessary, opens the Microsoft Excel spreadsheet, copies the updated Microsoft Excel information and transfers it to your Word document.

   If Word cannot find the Microsoft Excel program or the Microsoft Excel file, it displays a dialog box and asks you to locate the program or the file.

NOTE For versions of Microsoft Excel earlier than 1.5, Update Link will not automatically return to Word. Instead, Update Link will operate the same as Edit Link; you must press Command-, (comma) to return to Word.

Editing Microsoft Excel data and updating Word (Full Menus)

If you want to edit the information in Microsoft Excel and then use QuickSwitch to automatically copy the updated information to Word:

1. In Word, select the Microsoft Excel information you want to update.
2. Hold down the Shift key and select Edit Link from the Edit menu.

   Word starts up Microsoft Excel if necessary, opens the Microsoft Excel spreadsheet and selects the information to be edited.

   If Word cannot find the Microsoft Excel program or the Microsoft Excel file, it displays a dialog box and asks you to locate the program or the file.

3. Edit the information in Microsoft Excel.
4. Press Command-, (comma).

   Word switches back to your Word document and updates the information in your Word selection. The original formatting for the Word selection is retained.

   To return to Word without changing the original selection in Word, use one of the MultiFinder switching techniques to switch back to Word, such as clicking a Word window or choosing Microsoft Word from the Apple menu.

If you have edited the copy of the Microsoft Excel information in Word and you want to transfer the edited information back to Microsoft Excel:

1. In Word, select the Microsoft Excel information you want to copy back to Microsoft Excel.

   To update all information, select entire lines. To update information for particular columns, select only those columns.

2. Hold down the Shift key and choose Edit Link from the Edit menu.

A copy of the Word selection is placed in the Clipboard. Word starts Microsoft Excel if necessary, opens the Microsoft Excel spreadsheet and selects the information to be updated.

If Word cannot find the Microsoft Excel program or the Microsoft Excel file, it displays a dialog box and asks you to locate the program or the file.

3. Choose Paste from the File menu to paste the Word selection into Microsoft Excel.
4. Press Command-, (comma).

   Word switches back to your Word document. The Microsoft Excel information now matches the Word information.

Updating SuperPaint Graphics with QuickSwitch

When you use Word with MultiFinder and the SuperPaint software provided with Word, you can use the QuickSwitch feature to quickly update graphics you've copied from SuperPaint.

Copying graphics to Word (Full Menus)

To use QuickSwitch (Edit Link, Paste Link and Update Link commands on the Edit menu) with Microsoft Word and with SuperPaint, the SuperPaint graphic pasted into Word must be identified with a hidden paragraph. When you use the Paste Link command, Word automatically inserts the hidden paragraph.

NOTE To use the QuickSwitch feature with SuperPaint, you must use the version of SuperPaint that was shipped on your Word disks.

To copy a SuperPaint graphic into Word using Paste Link:

1. Select the area in SuperPaint that you want to copy into your Word document.
2. Choose Copy from the Edit menu.

   The selection is copied to the Clipboard.
3. Switch to Microsoft Word using any of the MultiFinder switching techniques and open the Word file into which you want to paste the graphic.
4. Position the insertion point where you want to paste the graphic.
5. Choose Paste Link from the Edit menu.

   The graphic is inserted into the Word document and is preceded by an identifier paragraph. This paragraph is used by QuickSwitch to identify the location of the source SuperPaint graphic. The identifier paragraph is formatted as hidden text, so it will not print. The paragraph contains *SuperPaint!filename!area* where *filename* is the name of the source SuperPaint file, and *area* identifies the area in the SuperPaint file that corresponds to the area you copied.

Updating a SuperPaint graphic in Word (Full Menus)

To quickly update a SuperPaint graphic that is preceded by an identifier paragraph:

1. Select the graphic in Word that you want to update.
2. Choose Update Link from the Edit menu.

   Word starts SuperPaint if necessary, opens the SuperPaint file from which you copied the graphic originally, copies the updated graphic area and transfers it to your Word document.

   If Word cannot find the SuperPaint program or the SuperPaint file, it displays a dialog box asking you to locate the program or the file.

Editing a SuperPaint graphic and updating Word (Full Menus)

If you want to edit a graphic in SuperPaint and then cause QuickSwitch to automatically copy the updated graphic area back to Word:

1. Select the SuperPaint graphic in Word that you want to update.
2. Hold down the Shift key and choose Edit Link from the Edit menu.

   Word starts SuperPaint if necessary and opens the SuperPaint file from which you copied the graphic originally.

   If Word cannot find the SuperPaint program or the SuperPaint file, it displays a dialog box asking you to locate the program or the file.
3. Edit the graphic in SuperPaint.

   Word updates only the original area that was pasted into Word. To ensure that the same graphic is returned to Word, do not resize or move the graphic in SuperPaint.
4. Press Command-, (comma).

   You are switched back to Word and the modified graphic replaces the copy of the graphic in your Word document.

   To return to Word without updating the graphic in Word, use one of the MultiFinder switching techniques to switch back to Word, such as clicking a Word window or choosing Microsoft Word from the Apple menu.

Updating MacPaint and MacDraw Graphics with QuickSwitch

When you use Word with MultiFinder and MacPaint or MacDraw, you can use the QuickSwitch feature to quickly update or modify graphics you've copied from those applications into Word.

To use QuickSwitch to modify a graphic:

1. Start the graphics application.
2. Open a new file.
3. Switch to Microsoft Word and open the file containing the graphic you want to modify.
4. Select the graphic in your Word document so that the graphic's handles are displayed.

5. Hold down the Shift key and choose Edit Link (QuickSwitch).

   Word pastes a copy of the graphic into the opened graphics application.

6. Modify the graphic.

7. Press Command-, (comma).

   The modified graphic replaces the selected graphic in your Word document.

   Use MultiFinder to return to Word without changing the selection.

NOTE Word recognizes only the part of the window where the graphic is first placed. To ensure that the entire graphic is returned to Word, you should not move or resize the graphic in the graphics program window.

Troubleshooting

If you are using one of the Link commands and Word displays a message, use the following table to determine what to do next:

Message	Explanation and corrective action
The application is not running; start it and try again.	Word can automatically start up only Microsoft Excel 1.5 or later and the SuperPaint software provided with Word. To use Edit Link or Update Link with another application (or version), click OK to close the message box, then start up the application and perform the Edit Link or Update Link operation again.
Application started; try Edit/Update again.	After you chose Edit Link or Update Link, Word attempted to start the application but could not determine if the startup was successful. Repeat the Edit Link or Update Link command. If that is not successful, start the application first and then perform the Edit Link or Update Link operation again.
Update/Edit Link timed out; please try again.	Most likely the application containing the source information failed. Make sure that enough memory is available for both Word and the source application to run under MultiFinder, and try again.
Update/Edit Link canceled.	You switched back to Word using one of the MultiFinder switching techniques rather than pressing Command-, (comma). This cancels the Edit Link update (and the Update Link update when using a source application that cannot switch back to Word automatically). If you want to update the Word information, perform the Edit Link or Update Link operation again. To complete the Edit Link operation, press Command-, (comma).
Update/Edit Link failed.	The source application does not support QuickSwitch or the source application is no longer running, possibly due to a problem with the application. Try the Edit Link or Update Link operation again or use Copy and Paste to update the information in Word.

(continued)

Message	Explanation and corrective action
No data returned from Update/Edit Link.	When QuickSwitch returned to Word to paste in the updated information, there was nothing in the Clipboard to paste. This indicates a problem with the source application or that the linked area in the source application was empty when you switched back to Word. If the linked area in the source application contains information that you want transferred back to Word, try the Edit Link or Update Link operation again or use Copy and Paste to update the Word information.
No painting or drawing program active.	You selected a graphic to update and MacDraw or MacPaint was not started when you tried to switch to the graphics program. Start MacDraw or MacPaint 1.x first, then select the graphic and switch to the graphics program.
Picture is too large to edit.	The selected graphic is too large to fit in the MacPaint 1.0 screen or is too large for MacDraw to process. Reduce the graphic in Word and then switch to the graphics program.
"...not enough memory...".	Several different "...not enough memory..." errors can occur. In order to use QuickSwitch, your Macintosh must have enough memory available to run Word, the source application, and MultiFinder. You may need to install additional memory in your Macintosh. To free as much memory as possible and consolidate it so it can be used by Word and the source application, quit all applications and close any Desk Accessories. Then start Word and perform the Edit Link or Update Link operation again.
The paragraph before the selection should identify the application and be formatted as hidden.	Word cannot identify the source application for the selection. Make sure that an identifier paragraph precedes the selection and is formatted as hidden text. Also check for characters that might have accidentally been deleted. If you typed the identifier paragraph instead of using Paste Link to insert it automatically, make sure there are no typing mistakes or missing characters in the identifier paragraph. Also make sure the identifier paragraph contains all of the information required to identify the source application, the file and, if necessary, the area of the file inserted into Word.
The application identifier must be 256 characters or shorter.	The paragraph before the selection is formatted as an identifier paragraph but contains more than 256 characters. Make sure that the identifier paragraph immediately precedes the selection and that the identifier information is the only thing in the paragraph. See "Paste Link Command" for more information on the identifier paragraph format.

(continued)

Message	Explanation and corrective action
The application identifier should be 4 characters and end in !.	Word cannot recognize the name of the source application in the identifier paragraph. The source application name must be either *Excel* or *SuperPaint* or a four-character application signature and it must be followed by an exclamation point. The four-character application signature is used by the Finder to identify an application. To see the application signature, use a utility program such as Fedit or ResEdit.
The Microsoft Excel area reference is missing.	The identifier paragraph for a Microsoft Excel worksheet selection must specify the Microsoft Excel worksheet area following the filename. Make sure that the named Microsoft Excel worksheet area or the range of rows and columns (in R1C1:R2C2 format) follows the Microsoft Excel source file name and is separated from the filename by an exclamation point. For more information on typing an identifier paragraph, see "Paste Link Command."
Data returned from Update/Edit Link does not match selection.	You selected a graphic in your Word document, but no PICT data was returned via QuickSwitch. Or, you selected text and only PICT data was returned. When updating a graphic, make sure only the single graphic is selected (click on the graphic to make the graphic handles visible on the graphics frame). If the selection includes any text characters with the graphic, such as a letter, tab mark, or paragraph mark, Word requires that text data be returned instead of PICT data.

For information on	See
Saving documents in different file formats	Save Command Save As Command
Opening any file in Word	Open Command
Translating DCA/RTF formatted files	Appendix F, "Converting DCA Documents"
Using Microsoft Mail	Appendix G, "Using Microsoft Mail in Word"
Resizing graphics in Word	Graphics
Using the Clipboard and Scrapbook	Your Macintosh owner's guide
Using MultiFinder	MultiFinder User's Guide

Appendix D

The Macintosh Character Set

The table in this appendix shows samples of standard character sets used by the Macintosh. If you want to insert a character using its code number, press Command-Option-Q and type the number in the code box that is displayed in the lower-left corner of the window, and then press Return.

If you want to determine the character code number of a character in your document, select the character and press Command-Option-Q. Word displays the code number in the lower-left corner of the window.

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
0						
1						
2						
3						
4						
5						
6						∴
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	⌂					
17	⌘					
18	✓					
19	◆					
20	⌫					
21						
22						
23						
24						

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
25						
26						
27						
28						
29						
30	–	-	–	-	-	–
31						
32						
33	!	!	!	!	!	!
34	"	"	"	"	"	∀
35	#	#	#	#	#	#
36	$	$	$	$	$	∃
37	%	%	%	%	%	%
38	&	&	&	&	&	&
39	'	'	'	'	'	∋
40	(	(	(	(	(	(
41	)	)	)	)	)	)
42	*	*	*	*	*	*
43	+	+	+	+	+	+
44	,	,	,	,	,	,
45	–	-	–	-	-	–
46	.	.	.	.	.	.
47	/	/	/	/	/	/
48	0	0	0	0	0	0
49	1	1	1	1	1	1
50	2	2	2	2	2	2
51	3	3	3	3	3	3
52	4	4	4	4	4	4
53	5	5	5	5	5	5
54	6	6	6	6	6	6
55	7	7	7	7	7	7
56	8	8	8	8	8	8
57	9	9	9	9	9	9
58	:	:	:	:	:	:
59	;	;	;	;	;	;
60	<	<	<	<	<	<

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Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
61	=	=	=	=	=	=
62	>	>	>	>	>	>
63	?	?	?	?	?	?
64	@	@	@	@	@	≅
65	A	A	A	A	A	A
66	B	B	B	B	B	B
67	C	C	C	C	C	Χ
68	D	D	D	D	D	Δ
69	E	E	E	E	E	Ε
70	F	F	F	F	F	Φ
71	G	G	G	G	G	Γ
72	H	H	H	H	H	Η
73	I	I	I	I	I	Ι
74	J	J	J	J	J	ϑ
75	K	K	K	K	K	Κ
76	L	L	L	L	L	Λ
77	M	M	M	M	M	Μ
78	N	N	N	N	N	Ν
79	O	O	O	O	O	Ο
80	P	P	P	P	P	Π
81	Q	Q	Q	Q	Q	Θ
82	R	R	R	R	R	Ρ
83	S	S	S	S	S	Σ
84	T	T	T	T	T	Τ
85	U	U	U	U	U	Υ
86	V	V	V	V	V	ς
87	W	W	W	W	W	Ω
88	X	X	X	X	X	Ξ
89	Y	Y	Y	Y	Y	Ψ
90	Z	Z	Z	Z	Z	Ζ
91	[	[	[	[	[	[
92	\	\	\	\	\	∴
93	]	]	]	]	]	]
94	^	^	^	^	^	⊥
95	_	_	_	_	_	_
96	`	`	`	`	`	

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Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
97	a	a	a	a	a	α
98	b	b	b	b	b	β
99	c	c	c	c	c	χ
100	d	d	d	d	d	δ
101	e	e	e	e	e	ε
102	f	f	f	f	f	φ
103	g	g	g	g	g	γ
104	h	h	h	h	h	η
105	i	i	i	i	i	ι
106	j	j	j	j	j	φ
107	k	k	k	k	k	κ
108	l	l	l	l	l	λ
109	m	m	m	m	m	μ
110	n	n	n	n	n	ν
111	o	o	o	o	o	o
112	p	p	p	p	p	π
113	q	q	q	q	q	θ
114	r	r	r	r	r	ρ
115	s	s	s	s	s	σ
116	t	t	t	t	t	τ
117	u	u	u	u	u	υ
118	v	v	v	v	v	ϖ
119	w	w	w	w	w	ω
120	x	x	x	x	x	ξ
121	y	y	y	y	y	ψ
122	z	z	z	z	z	ζ
123	{	{	{	{	{	{
124	|	|	|	|	|	|
125	}	}	}	}	}	}
126	~	~	~	~	~	~
127						
128	Ä	Ä	Ä	Ä	Ä	
129	Å	Å	Å	Å	Å	
130	Ç	Ç	Ç	Ç	Ç	

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Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
131	É	É	É	É	É	
132	Ñ	Ñ	Ñ	Ñ	Ñ	
133	Ö	Ö	Ö	Ö	Ö	
134	Ü	Ü	Ü	Ü	Ü	
135	á	á	á	á	á	
136	à	à	à	à	à	
137	â	â	â	â	â	
138	ä	ä	ä	ä	ä	
139	ã	ã	ã	ã	ã	
140	å	å	å	å	å	
141	ç	ç	ç	ç	ç	
142	é	é	é	é	é	
143	è	è	è	è	è	
144	ê	ê	ê	ê	ê	
145	ë	ë	ë	ë	ë	
146	í	í	í	í	í	
147	ì	ì	ì	ì	ì	
148	î	î	î	î	î	
149	ï	ï	ï	ï	ï	
150	ñ	ñ	ñ	ñ	ñ	
151	ó	ó	ó	ó	ó	
152	ò	ò	ò	ò	ò	
153	ô	ô	ô	ô	ô	
154	ö	ö	ö	ö	ö	
155	õ	õ	õ	õ	õ	
156	ú	ú	ú	ú	ú	
157	ù	ù	ù	ù	ù	
158	û	û	û	û	û	
159	ü	ü	ü	ü	ü	
160	†	†	†	†	†	
161	°	°	°	°	°	ϒ
162	¢	¢	¢	¢	¢	′

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Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
163	£	£	£	£	£	≤
164	§	§	§	§	§	/
165	•	•	•	•	•	∞
166	¶	¶	¶	¶	¶	ƒ
167	ß	ß	ß	ß	ß	♣
168	®	®	®	®	®	♦
169	©	©	©	©	©	♥
170	™	™	™	TM	TM	♠
171	´	´	´	´	´	↔
172	¨	¨	¨	¨	¨	←
173	≠		≠	≠	≠	↑
174	Æ	Æ	Æ	Æ	Æ	→
175	Ø	Ø	Ø	Ø	Ø	↓
176	∞		∞	∞	∞	°
177	±		±	±	±	±
178	≤		≤	≤	≤	″
179	≥		≥	≥	≥	≥
180	¥	¥	¥	¥	¥	×
181	µ		µ	µ	µ	∝
182	∂		∂	∂	∂	∂
183	Σ		Σ	Σ	Σ	•
184	Π		Π	Π	Π	÷
185	π		π	π	π	≠
186	∫		∫	∫	∫	≡
187	ª	ª	ª	ª	ª	≈
188	º	º	º	º	º	…
189	Ω		Ω	Ω	Ω	|
190	æ	æ	æ	æ	æ	—
191	ø	ø	ø	ø	ø	↵
192	¿	¿	¿	¿	¿	ℵ
193	¡	¡	¡	¡	¡	ℑ
194	¬		¬	¬	¬	ℜ

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Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
195	√		√	√	√	℘
196	ƒ		ƒ	ƒ	ƒ	⊗
197	≠		≈	≈	≈	⊕
198	Δ		Δ	Δ	Δ	∅
199	«	«	«	«	«	∩
200	»	»	»	»	»	∪
201	…	…	…	…	…	⊃
202						⊇
203	À	À	À	À	À	⊄
204	Ã	Ã	Ã	Ã	Ã	⊂
205	Õ	Õ	Õ	Õ	Õ	⊆
206	Œ	Œ	Œ	Œ	Œ	∈
207	œ	œ	œ	œ	œ	∉
208	–	–	–	–	–	∠
209	—	—	—	—	—	∇
210	“	“	“	“	“	®
211	”	”	”	”	”	©
212	‘	‘	‘	‘	‘	™
213	’	’	’	’	’	∏
214	÷		÷	÷	÷	√
215	◊	◊	◊	◊	◊	·
216	ÿ	ÿ	ÿ	ÿ	ÿ	¬
217				Ÿ	Ÿ	∧
218				/	/	∨
219				¤	¤	⇔
220				‹	‹	⇐
221				›	›	⇑
222				ﬁ	ﬁ	⇒
223				ﬂ	ﬂ	⇓
224				‡	‡	◊
225				·	·	⟨
226				‚	‚	®

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
227				”	”	©
228				‰	‰	™
229				Â	Â	Σ
230				Ê	Ê	⎛
231				Á	Á	⎜
232				Ë	Ë	⎝
233				È	È	⎡
234				Í	Í	⎢
235				Î	Î	⎣
236				Ï	Ï	⎧
237				Ì	Ì	⎨
238				Ó	Ó	⎩
239				Ô	Ô	⎪
240						
241				Ò	Ò	⟩
242				Ú	Ú	∫
243				Û	Û	⌠
244				Ù	Ù	⎮
245				ı	ı	⌡
246				ˆ	ˆ	⎫
247				˜	˜	⎪
248				¯	¯	⎭
249				˘	˘	⎤
250				˙	˙	⎥
251				˚	˚	⎦
252				¸	¸	⎫
253				˝	˝	⎬
254				˛	˛	⎭
255				ˇ	ˇ	

Appendix E

International Default Values

Word takes certain default values, or operating parameters, from the Macintosh System file. If the System file has been localized for a given country, these values reflect the localization. The default values include:

- Date format
- Time format
- Negative sign convention (minus sign vs. parentheses)
- Decimal point character
- Thousands separator
- List separator
- Currency symbol
- Metric/English measurement system
- Keyboard information

Appendix F

Converting DCA and WordPerfect Documents

You can convert word processing files in DCA or WordPerfect* format to Word format, and vice versa, using the Apple File Exchange (AFE) utility. The translator files you'll need (DCA-RFT/RTF and WordPerfect X.x/RTF) are in the Conversions folder on the Word Utilities 2 disk. Copy these files to your AFE folder and use them with AFE.

To convert a DCA or WordPerfect document to Word format, you first use the AFE utility to translate the document to Microsoft Interchange format (Rich Text Format, or RTF). You can then open the RTF document in Word. You can work with the document in RTF format, or have Word interpret RTF as Word formatting.

To convert Word document to DCA or WordPerfect format, you first save your Word document in RTF using the Save As command. You then use the AFE utility to translate the RTF document to DCA or WordPerfect format.

AFE is supplied by Apple on the Macintosh Utilities disk. If you do not have the AFE utility, contact your Apple dealer. For informatin on using AFE, consult your *Macintosh Utilities User's Guide*.

*WordPerfect for the IBM PC, PC/XT, and AT

Appendix G

Using Microsoft Mail in Word

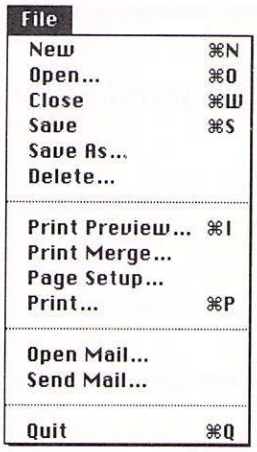
With the Microsoft Mail electronic mail program, you can send and receive Word documents as mail messages directly from Word. You can use Word's editing and formatting options to compose messages, and then send those messages as Word documents to your colleagues via Microsoft Mail. Likewise, when you receive a Word document as a Microsoft Mail message, you can edit, print, or save it as you would any other Word document.

If you've been using Microsoft Mail, you already have the basic mail skills you need to use this Word feature. This appendix assumes basic mail skills. If you're new to the Microsoft Mail system, you should familiarize yourself with the basic mail techniques that are detailed in your Microsoft Mail manual before using Word's mail feature.

NOTE The illustrations in this appendix show the dialog boxes you will see in Word if you are using Microsoft Mail version 1.35 or 1.36 or any version of InterMail. If you are using a later version of Microsoft Mail, the dialog boxes will be slightly different to reflect new features. Your Microsoft Mail manual explains new features and related procedures.

Reading and Sending Word Messages

The Open Mail and Send Mail commands on the File menu enable you to gain access to Microsoft Mail while you are using Word.



You can use the Open Mail and Send Mail commands only if your Macintosh is connected to a Microsoft Mail server and you are signed in to your mailbox. For details about installing and signing in to the mail system, see your Microsoft Mail manual.

Opening Mail

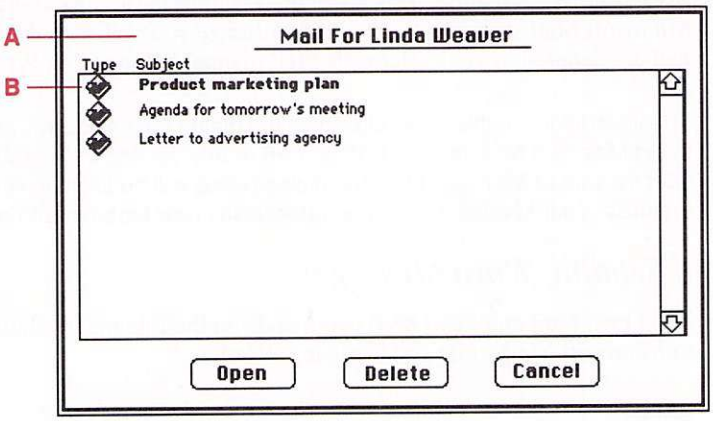
The Open Mail command displays a summary window that describes the Word messages in your Microsoft Mail mailbox. You can open one or more messages in the summary window. Each open message appears in a separate Word document window.

Displaying Word messages

To read your Word messages:

1. Choose Open Mail from the File menu to display the summary window.
2. Double-click the title of the message you want to display, or select the title(s) and click the Open button.

You can select multiple message titles by holding down Shift while clicking the titles. Word opens each message and places it in a separate document window.



A *Summary window*

B *Bold message titles indicate messages you haven't read yet.*

Sending Mail

Sending a Word message

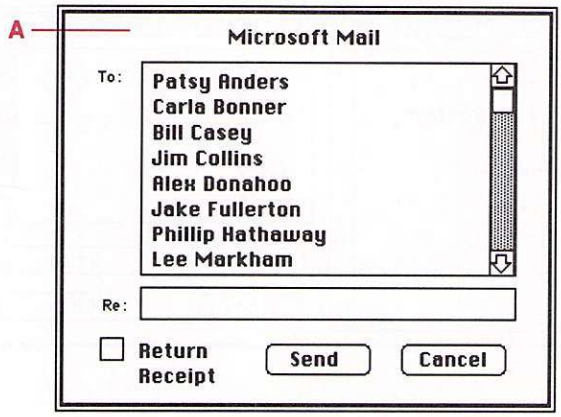
To send a message created in Word:

1. Compose your message in Word as you would compose any other Word document.

   If you want to keep a copy of the message, save the message as a file before or after you send it.

2. Choose Send Mail from the File menu.

   The Microsoft Mail directory list is displayed.



A *Directory list window*

3. Click to select the names of the recipients.

   A checkmark appears beside the selected name(s).

4. Accept the message title that Word proposes in the Re: box, or type a different title.

   The title appears in the message list of the summary window.

5. Check the Return Receipt box if you want to be notified when each recipient reads the message.

6. Click the Send button, or press Enter.

Deleting a Word Message

To delete a mail message created in Word:

1. Select the title(s) you want to delete from the summary window.

   You can select multiple titles by holding down Shift while clicking the titles.

2. Click the Delete button.

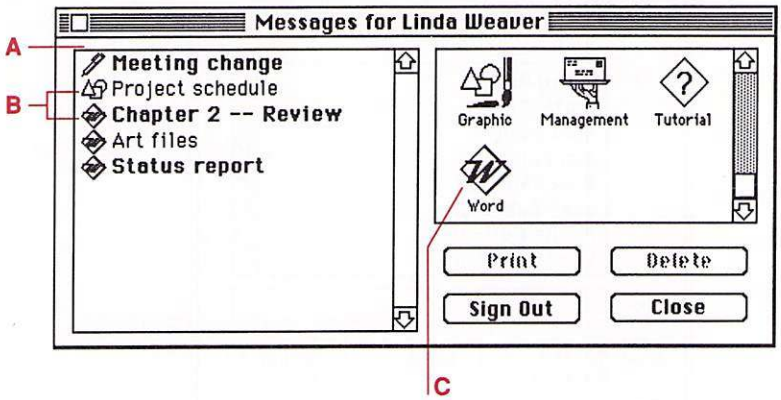
   If you attempt to delete a message that you haven't read, Word confirms that you want to delete the message.

Word Messages in Microsoft Mail Version 1.36

If you are using Microsoft Mail version 1.36, 1.35, or any version of InterMail, you can also send and receive Word files as messages using your Microsoft Mail desk accessory. Within Microsoft Mail, a Word message is treated as a file that is "attached" to the message you send or receive.

For information on using Word files with Microsoft Mail version 2.0 or later, see your Microsoft Mail manual.

When you open your mailbox by choosing Microsoft Mail from the Apple menu, you see a summary window.



A *Microsoft Mail version 1.36 summary window*

B *List of message titles* The icons indicate the type of message.

C *Word icon* Double-click the Word icon to send a Word message.

The summary list includes titles of Word messages as well as other types of messages you can create in Microsoft Mail. Word messages in the summary list are indicated by the Word icon.

The Word icon appears in the message icon list box only after you (or another user also connected to your Microsoft Mail server) have initially sent a message via the Microsoft Mail server using the Send Mail command within Word. Thereafter, whenever you open your mailbox using the Microsoft Mail desk accessory on the Apple menu, you see the Word icon. By clicking the Word icon, you can send an existing Word document as a mail message.

Sending Word messages in Microsoft Mail

When you double-click the Word icon, Microsoft Mail displays a Send Microsoft Word Message window. You use this window to compose a message that will accompany the Word document and to select the recipients of the message.

You compose and send a Word message as you do any other Microsoft Mail message. To select the Word document that you want attached to your message, you click the File button.

When the recipients of your message open their mailboxes using the Microsoft Mail desk accessory, the message appears with the Word icon in the message list of the summary window. Recipients of a Word message can also read the message within Word using the Open Mail command.

Reading Word messages in Microsoft Mail

When you open a Word message in Microsoft Mail, you see a Read Microsoft Word Message window.

You can save the file as you would any other attached file. You can also close your mailbox and later open and read the message in Word using the Open Mail command.

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